



## HR Leaders and Supervisors

### COVID-19 Exposure Communication Guidance

- 1. Consult with unit HR** when an employee reports COVID-19 symptoms, has laboratory-confirmed COVID-19, or has been exposed to someone with a laboratory-confirmed case of COVID-19.



- 2. Determine if there was exposure.**

Assess if the employee was in close contact with another employee confirmed to have COVID-19. Close contact is less than six feet for greater than a total of 15 minutes in 24 hours, with or without face coverings.

**PLEASE NOTE:** Brief interactions are less likely to result in transmission, but symptoms and the type of interaction (e.g., did the infected person cough in the face of the exposed individual?) are important.

- 3. Communicate confidentially.**

**Based on consultation with unit HR staff**, determine if there is need to communicate. Without identifying the individual, unit HR or the supervisor can use this sample communication to inform others that they may have been exposed to COVID-19 in the workplace. Ideally, do this in-person or by phone. If the employee is not available, leave a message that you have important information to share with them, and that they need to contact you as soon as possible. If there is no response, email the employee.

#### **SAMPLE COMMUNICATION:**

*Someone in our workplace has tested positive for COVID-19 (or has been exposed to someone confirmed to have COVID-19). We are notifying you, as this individual may have been in close contact with you.*

*At this time, you will need to go home. Once you get home, we encourage you to consult with your health care provider or a public health investigator and let them know that you may have been exposed to COVID-19. Follow their recommendations and let **[UNIT HR CONTACT]** know if there is anything that we can do to support you. Information about on-campus and community testing is available on our campus website.*



- 4. Quarantine.** An employee who may have been exposed to COVID-19 ([CDC definition here](#)) should stay home and follow the off-campus quarantine guidelines from [MTest](#).
- **PLEASE NOTE:** Public health officials continue to recommend a 14-day quarantine period. In limited cases, a 10-day quarantine period is allowed if certain guidelines are met. The University does not recommend a 7-day quarantine period.
  - Follow advice (or work restrictions) from healthcare providers at the site where COVID-19 testing was performed or public health representative conducting follow-up investigation.
  - Those who test positive for COVID-19 should follow the [MTest Isolation Guidelines](#).
  - [Healthcare employees should refer to COVID-19 Recommendations for Healthcare Workers](#), a resource from MDH.
  - If the employee develops symptoms of COVID-19, they should follow [Steps to Take with a Possible COVID-19 Diagnosis](#).



- 5. Return.** Employee(s) should not return to work until advised by a health care provider or public health investigator or until they have met the off-campus [MTest Quarantine Guidelines](#).



**O.K. to return**

