



## HR Leads and Supervisors

# What to do if an employee has COVID-19 symptoms or has been exposed to COVID-19

### An employee has COVID-19 symptoms



- Employee should stay home and consult with healthcare provider or public health investigator if they have COVID-19 symptoms: fever, cough, shortness of breath, chills, headache, muscle pain, sore throat, loss of taste or smell, congestion, runny nose, nausea, vomiting, or diarrhea
- Learn more about [COVID-19 symptoms and testing](#) including locations.
- Report employee absence\*
- Employee will follow healthcare provider or public health investigator guidance on when to return to work

### An employee has been exposed to COVID-19

**Exposure is defined** as interaction closer less than six feet away for greater than a total of 15 minutes in 24 hours (with or without face coverings) with a person with laboratory-confirmed COVID-19.

**Tell employee to stay home** and report their absence\*

- MN Dept. of Health advises persons that may have been exposed to COVID-19 to consult with their healthcare provider or public health investigator to determine if testing is advisable
- Employee follows the guidance of their healthcare provider or public health investigator on returning to work—note that [MTest](#) guidance on quarantine differs slightly from that of CDC and MDH
- Notify HR staff about the possible exposure

### Returning to work.



Employee(s) with laboratory confirmed COVID-19 or who have been potentially exposed to COVID-19 need to stay home and follow healthcare provider or public health investigator guidance along with MTest on quarantine.

### Does an employee need a note from healthcare provider or public health investigator to return to work?



The University **does not** require a note from a healthcare provider or public health investigator for employees who are sick with acute respiratory illness to validate their illness or to return to work. The reason for this is because healthcare providers, medical facilities, and public health investigators may be unable to provide documentation quickly.



## What to do if there has been potential exposure to a laboratory confirmed case of COVID-19 in the workplace

- Complete [the First Report of Injury form](#)
- Unit HR will be notified of the First Report of Injury automatically and will contact you
- Employees should follow the University's off-campus [MTest guidelines](#) if there is a confirmed exposure to COVID-19 in the workplace
- Employees working in health care environments should follow additional [COVID-19 Recommendations for Health Care Workers](#) from MDH.



## Clean high-touch surfaces

Follow the [guidance provided by the State of Minnesota on cleaning and disinfecting for higher education institutions](#). University Health and Safety (UHS) provides additional [guidance on cleaning work areas occupied by a COVID-19 case](#).

If you need additional cleaning services, [reach out to UHS](#) by calling 612-626-6002. All custodial staff and their supervisors have had refresher training on proper cleaning techniques as well as background information on COVID-19. Additionally, all cleaning products meet U.S. Environmental Protection Agency (EPA) requirements. If there is a confirmed positive case reported to the [University Health and Safety](#) will coordinate cleaning and disinfecting of that individual's workspace.



## Know when to notify others!

**Do not broadly notify employees until your unit HR staff have provided guidance on communication.**

Failing to do so can create unnecessary confusion and stress for employees as well as violate privacy practices.