



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; or nausea, vomiting, or diarrhea
- A [screening tool for individuals](#) provides guidance on whether a test is needed and where to find testing site 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 than 6 feet apart for 15 minutes or longer without personal protective equipment (PPE) 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 will follow healthcare provider or public health investigator** guidance on when to return to work
- **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

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.

*If needed, supervisor will consult with unit HR to ensure that the employee(s) receives appropriate COVID-19 leave information.
PLEASE NOTE: Employee may also contact unit or collegiate HR representative or the Disability Resource Center directly.



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 be instructed to follow [CDC guidelines](#) if there has been exposure to a confirmed COVID-19 case in the workplace
- Employees working in health care environments should follow additional [CDC guidelines for health care workers](#)



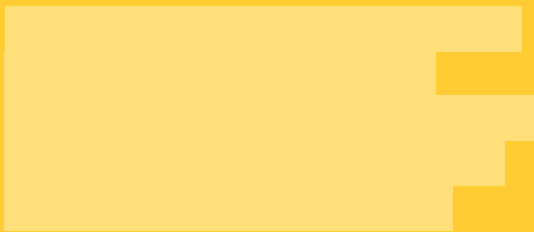
Clean high-touch surfaces.

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!



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