Supervisors

What to do if an employee is sick or has been exposed to COVID-19?

An employee feels sick.
- 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/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 with a person with laboratory-confirmed COVID-19 closer than 6 feet from each other for 15 minutes or longer.
- Tell employee to stay home and report their absence*
- MN Dept of Health advises persons to consult with 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 your unit HR about the possible exposure

Returning to work.

Employee(s) with a confirmed or unconfirmed case of COVID-19 need to stay home and follow healthcare provider or public health investigator guidance

Does an employee need a health provider note 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. That’s 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 confirmed case of COVID-19 in the workplace?

- Complete the First Report of Injury form
- Human resources 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
- 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 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 been provided 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, Environmental Health and Safety will coordinate cleaning and disinfecting of that individual's work space.

Know when to notify others!

Do not broadly notify employees until local the public health department or MDH and your unit HR have provided guidance on communication.

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

Sources: Centers for Disease Control, Minnesota Department of Health, Occupational Safety and Health Administration and the Society for Human Resources Management, and University Health and Safety