HR Lead and Supervisor Guide for COVID-19 Exposures

These scenarios regarding employee exposure and testing were developed in partnership with the Health Emergency Response Office (HERO) and Boynton Health. These scenarios are intended to provide guidance for HR Leads, campus and unit HR staff, as well as supervisors.

Scenario 1: Employee was exposed to someone who tested positive for COVID-19.

- **Fully vaccinated** people with no COVID-19 symptoms do not need to be tested or isolate following an exposure to someone with COVID-19.
- People who have tested positive for COVID-19 within the past 3 months and recovered do not need to get tested or isolate after an exposure as long as they do not develop new symptoms.
- If an employee who has not had COVID-19 or has not been fully vaccinated has been exposed to someone who tested positive for COVID-19, they should:
  - Get tested 5-7 days after the exposure.
  - Isolate for 14 days if the close contact is a member of the employee's household, or if the employee is a healthcare worker.
  - 10-day isolation period is recommended for anyone exposed who does not fit the above.
- If the test is positive, the employee must isolate for 10 days but can return to work after 10 days if they are symptom-free for 24 hours at the end of the 10 days.

**PLEASE NOTE:** An employee showing signs or symptoms of COVID-19 should stay home, notify their supervisor and get tested, regardless of vaccination status or prior infection. See scenario 2.

**Supervisor’s Role:**
- Advises the employee that they need to follow the guidelines given to them by a healthcare provider or public health investigator to determine when to return to work.

**Unit HR Role:**
- Advises supervisor and/or employee regarding potential leave entitlements.
Scenario 2: Employee has symptoms of COVID-19.

An employee, whether unvaccinated or fully vaccinated, stays home and notifies the supervisor that they have COVID-19 symptoms (fever, cough, shortness of breath, chills, headache, muscle pain, congestion, runny nose, sore throat, loss of taste or smell, nausea, vomiting, or diarrhea).

**Test recommendations:**
- The employee should get tested and isolate.

**PLEASE NOTE:** If an employee develops COVID-19 symptoms while at work, they should leave work immediately, get tested, and isolate.

**Guidance based on test results:**
- If the COVID-19 test result is positive, the employee must remain in isolation for 10 days from the onset of symptoms, or if they are symptom-free, 10 days after their COVID-19 test date (see Scenario 3).
- If the COVID-19 test is negative, the employee may follow the usual steps for taking sick time as needed.

**Supervisor’s Role:**
- Advise based on the steps above and follow University rules regarding sick time.

**Unit HR Role:**
- Advises supervisor and/or employee regarding potential leave entitlements.

Scenario 3: An employee is COVID-19 positive.

As instructed by Minnesota Department of Health (MDH), an employee is responsible for notifying close contacts and supervisors that they have tested positive for COVID-19. In many cases, MDH is asking people who test positive to contact those that they may have been in close contact with.

In some cases, MDH is conducting case investigation and contact tracing and notifying exposed employees directly.

**Guidance for a positive COVID-19 test:**
- An employee who has tested positive for COVID-19 must isolate for 10 days after the onset of symptoms AND/OR continue isolation until after fever is gone for at least 24
hours without use of fever-reducing medications, and with improvement of other symptoms.

- An employee who has tested positive for COVID-19 and is asymptomatic must isolate for 10 days after their COVID-19 test date.

**Supervisor’s Role:**
- Advises the employee that they should not return to work until approved by a healthcare professional or public health investigator.

**Unit HR Role:**
- Advises supervisor and/or employee regarding potential leave entitlements.

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