

# Steps to take with a confirmed or possible COVID-19 diagnosis

## EMPLOYEE

Contacts supervisor if they Exhibit Symptoms or receive a positive test, or have been informed that they have been exposed



## SUPERVISOR

1. Notifies employee to leave the worksite or stay home
2. Completes the First Report Of Injury if the employee suspects contracting symptoms from work
3. Notifies Unit HR and collaboratively determines who the symptomatic employee may have come in close contact with (less than 6 feet for 15 minutes or more without personal protective equipment (PPE)) and needs notification based on these guidelines. MDH/ local dept. of health will follow-up with the case to determine close contacts, Supervisor may receive call from them regarding next steps.
4. Notifies University Health and Safety at 612-626-6002. All custodial staff and their supervisors have been trained on proper cleaning techniques, as well as background information on COVID-19.



## UNIT HR

Contacts employee to review leave options



## UNIT HR/SUPERVISOR

Contacts potentially exposed employees based on these guidelines



## POTENTIALLY EXPOSED EMPLOYEES

1. Stay home and physically distance for 14 days, unless advised differently by a health care provider or public health investigator
2. Contacts supervisor if symptoms develop

## EMPLOYEE

Stays home (or leaves work) and follows these guidelines



## EMPLOYEE

Consults with healthcare provider or public health investigator to determine next steps



## EMPLOYEE

Follows advice and any work restrictions provided by healthcare provider or public health investigator



## EMPLOYEE

Returns to work when cleared by healthcare provider or public health investigator. No medical documentation is needed