Steps to take with a confirmed COVID-19 diagnosis

For all employees regardless of vaccination status (including fully vaccinated)

EMPLOYEE
Contacts supervisor if they Exhibit Symptoms or receive a positive test. If the employee has been exposed to COVID-19 but no confirmed diagnosis, refer to exposure guidance to determine next steps.

EMPLOYEE
Stays home (or leaves work) and follows these guidelines

SUPERVISOR
1. Notifies employee to leave the worksite or stay home and follows scenario guidance
2. Completes the First Report Of Injury if the employee suspects contracting symptoms at work
3. 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

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

Updated 7-15-21