



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 employee may have come in close contact with (less than 6 feet for greater than a total of 15 minutes in a 24 hour period, with or without face coverings) and needs notification based on these guidelines

PLEASE NOTE: MDH/local dept. of health may also follow-up with the employee by phone to determine close contacts, and the employee's Supervisor may receive a call from MDH/local dept. of health regarding next steps if the employee has authorized this

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 follow MTest quarantine guidance 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