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

**EMPLOYEE**
If they Exhibit Symptoms or receive a positive test, or have been informed that they have been exposed:
- Contacts supervisor

**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.

**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 MTB test quarantine guidance unless advised differently by a health care provider or public health investigator
2. Contacts supervisor if symptoms develop

**EMPLOYEE**
- Consults with healthcare provider or public health investigator to determine next steps
- Follows advice and any work restrictions provided by healthcare provider or public health investigator
- Returns to work when cleared by healthcare provider or public health investigator, no medical documentation is needed

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

**UPDATE:**
Updated 1-20-21