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

**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**
- 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.