



Supervisors

How do I report a potential or confirmed case of COVID-19 in the workplace?

1. Report. While notification will be made only to those that have been potentially exposed to COVID-19, the University of Minnesota's Sunrise Plan requires all employees to:

- **Report** any of the following to their manager: exposure to COVID-19-positive individuals, fever, respiratory symptoms, sore throat, or dry cough.

- **Stay home** if any of these conditions apply and seek guidance from their health care provider or a public health investigator.
- **Take their temperature** in the morning and when they return home from work. They must log those results and report any fever.



2. Notify. When symptoms, exposure, or cases are reported, **consult with unit HR** so they can notify anyone who may have been in close contact with the employee.

- **Assess proximity.** Close contact is anyone who worked less than six feet apart without personal protective equipment (PPE) for more than 15 minutes. Brief interactions are less likely to result in transmission, but symptoms and the type of interaction are important (e.g., did the infected person cough in the face of the exposed individual?)
- **Confidential communication.** **Based on consultation with unit HR**, determine if you need to communicate. Without identifying the individual, you can use this sample to tell others that they may have been exposed to COVID-19 in the workplace. Ideally, do this in-person or by phone. If the employee is not available,

leave a message that you have important information to share with them, and that they need to contact you as soon as possible. If there is no response, email the employee.

SAMPLE COMMUNICATION:

Someone in our workplace has tested positive for COVID-19 (or has been exposed to someone with COVID-19). We are notifying you, as this individual may have been in close contact with you. At this time, you will need to go home. Once you get home, we encourage you to consult with your health care provider and let them know that you may have been exposed to COVID-19. Follow their recommendations and let us know if there is anything that we can do to support you.



3. Isolate. An employee who may have been exposed to COVID-19 ([CDC definition here](#)) should stay home and practice physical distancing for 14 days ([Source: CDC](#)). During this time, the employee can continue to work remotely if approved by their health care provider or public health investigator.

- If an employee's health care provider or a public health investigator determines that returning to work prior to 14-day quarantine is permissible, a return to work document will be required prior to the employee returning to work.
- Healthcare employees should refer to Information for Healthcare Professionals about Coronavirus (COVID-19) for Interim Guidelines for Healthcare Workers.
- If the employee develops symptoms of COVID-19, they should self-isolate and follow the [Steps to Take with a Possible COVID-19 Diagnosis](#).



4. Return. Employee(s) should not return to work until advised by a health care provider or public health investigator. See *Steps to Take with a Possible COVID-19 Diagnosis*.



O.K. to return

