If you have tested positive for COVID-19:

- Do not come onto campus.
- Contact your supervisor and provide them with the following:
  - The date you took the COVID-19 test
  - The date you received the results
  - The date you first began experiencing symptoms (if symptomatic)
  - The date you were last on campus
  - Which buildings you accessed while on campus
  - The name(s) of any individual(s) that you came into close contact with while on campus for the two (2) days prior to the symptom onset date (or COVID-19 test date, if asymptomatic) through the date you were last on campus.
- Contact Human Resources for information on return-to-work instructions.
- Remember!! All positive COVID cases must be reported to HR, regardless of when you were last on campus.

Employees who have tested positive must isolate for ten (10) days from the date of symptom onset or date of testing (whichever is sooner) and must submit documentation of the positive test result to HR. You may not return to work until you have satisfied the return-to-work criteria provided by HR.

Isolation can end after day five (5) if symptoms are not present or are resolving and you are fever-free for 24-hours without the use of fever reducing medications (day 5 is calculated from the date your symptoms began or the date of your test, if asymptomatic).

You may stop wearing your mask sooner than day ten (10) with two sequential negative tests at least one day apart.

All employees continuing to test positive must properly wear a well-fitting mask while onsite for a total of ten (10) days from onset of symptoms or date of positive test, whichever came first.

If you are sick with COVID symptoms:

- Do not come onto campus.
- Contact your immediate supervisor to report your illness and provide them with the following information:
  - The date you first began experiencing symptoms
  - The date you took a COVID-19 test and results (if taken)
  - The date you were last on campus
  - Which buildings you accessed while on campus
- Contact Human Resources for information on return-to-work instructions.

Employees who are experiencing COVID symptoms must isolate for ten (10) days from onset of symptoms. Isolation may end after day five (5) if any of the following occur:

- You are feeling well, symptoms are improving, and you are fever-free for 24-hours without the use of fever-reducing medication
A healthcare provider issues documentation that your condition is not COVID-19 related or is not subject to any isolation/quarantine order or

A healthcare provider has made an alternative diagnosis based on a diagnostic test such as a positive strep screen or a positive screen for influenza.

In order to end isolation before the original isolation end date, you must notify HR or provide documentation from a healthcare provider. You must also properly wear a well-fitting mask while onsite for a total of ten (10) days from date of symptom onset.

If you have had a close-contact exposure to an individual who has tested positive for COVID-19, and you are asymptomatic you do not need to isolate but must test within 3-5 days after exposure.

In either situation, employees who have been exposed must:

- Notify Julianna Mosier and Sandi Edwards about the exposure and the date of the close contact.
- Properly wear a well-fitting mask while onsite for a total of ten (10) days from date of exposure.

If symptoms develop and/or you subsequently test positive, you will need to isolate and follow the protocol(s) above.

**Contact Information**

Julianna Mosier, Vice Chancellor, Human Resources

Sandi Edwards, District Director of Human Resources

Environmental Health and Risk Management

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1. **Close contact** is defined as sharing the same indoor airspace for a cumulative total of 15 minutes or more over a 24-hour period during their infectious period. **Cumulative time** is defined as the total exposure time within a 24-hour period.

2. **Documentation** of both positive and negative test results must include a date and time stamp.

3. Rapid antigen **tests** that are self-administered and self-read will only be accepted if they can be independently verified, such as with a date and time stamped photograph.

4. A **well-fitting mask** will completely cover the nose, mouth and chin and have no gaps between the face and mask.

5. **COVID-19 Symptoms** (symptoms not caused by another known medical condition such as allergies, migraines, etc.)
   - Fever or chills
   - Cough
   - Shortness of breath or difficulty breathing
   - Fatigue
   - Muscle or body aches
   - Headache
   - New loss of taste or smell
• Sore throat
• Congestion or runny nose
• Nausea or vomiting
• Diarrhea