



1 CONSULT WITH UNIT HR when an employee reports COVID-19 symptoms, has laboratory confirmed COVID-19, or has been exposed to someone with a laboratory-confirmed case of COVID-19.

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2 ASSESS PROXIMITY Was the employee in close contact with other employees? Contact is defined as anyone closer than six feet apart without personal protective equipment (PPE) for more than 15 minutes.

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PLEASE NOTE: 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?).

3 COMMUNICATE CONFIDENTIALLY

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Based on consultation with unit HR staff, determine if there is need to communicate. Without identifying the individual, unit HR or the supervisor can use this sample communication to inform 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 confirmed 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 or a public health investigator and let them know that you may have been exposed to COVID-19. Follow their recommendations and let your unit HR know if there is anything that we can do to support you.



4 ISOLATE An employee who may have been exposed to **COVID-19** should stay home and practice physical distancing for 14 days (CDC). During this time, the employee can continue to work remotely if approved by their health care provider or public health investigator.

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If the employee's health care provider or a public health investigator determines that they can return to work before the end of the 14-day home isolation, a return-to-work document is needed for the employee.

Health care employees should refer to Information for **Health Care Professionals about Coronavirus (COVID-19)** for Interim Guidelines for Health Care Workers.

If the employee develops symptoms of COVID-19, they should follow Steps to Take with a Possible COVID-19 Diagnosis at [z.umn.edu/ESFlowchart](https://www.z.umn.edu/ESFlowchart).



5 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*.

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