

SUPERVISORS

One of my employees just notified me that they tested positive for COVID-19. What do I need to do?

1. Contact Physics HR Specialist, Stephanie Swearingen at 217-244-5891 or sswearin@illinois.edu immediately.
2. Stephanie will communicate the following information to the employee.
 - Remind the employee to be responsive to the contacts from Public Health.
 - Remind employee of the available benefits (sick leave, FFCRA, vacation).
 - While the first priority is to take care of their health, if the employee can work remotely and feels well enough to do so, let them know they can continue to do so.
 - Confirm the last day the employee was at work on-campus.
 - Instruct the employee to inform you when they are released from isolation by Public Health.
3. Stephanie will consult with IHR regarding appropriate next steps, such as whether there needs to be any further notification to the unit.
4. Public health and/or their health care provider advises what milestones must occur for the employee to return to on-campus work. For the most part, having a negative test is not required to return to work. General CDC guidance is found [here](#).
5. Stephanie will coordinate with Luke Prunkard, Physics Facilities Manager, to contact F & S for cleaning in accordance with the [University Guide for COVID-19 Cleaning and Disinfection](#).
6. Stephanie will inform other employees of critical information:
 - Employees who shared the workspace/office space with the employee who tested positive need to leave so that enhanced cleaning can be completed and can return once cleaning is complete. Employees at the location who did not share the workspace/office do not need to leave.
 - There is **NO** need for all employees to self-quarantine. Reinforce to employees that only those identified as close contacts through interview of the positive case and individually contacted by Public Health are required to self-quarantine.
 - Send the appropriate template notification as directed by IHR when needed.

*Remember: All testing results, whether positive or negative, are protected by privacy laws and HIPAA. Therefore, do not ask your employee for their test results.