

## **When an Employee Tests Positive for COVID: A Step by Step Guide**

### **EMPLOYEES**

#### **What do I need to do if I test positive for COVID-19?**

1. Follow any specific guidance from Public Health and your medical provider regarding isolation.
2. Once you have tested positive for COVID-19, you are required to be in isolation and monitored by Public Health. You will receive specific guidance from Public Health. The following general guidance can be found at <https://dph.illinois.gov/topics-services/diseases-and-conditions/diseases-a-z-list/coronavirus/personal-guidance-and-testing/undergoing-testing>
3. Employees who participate in on-campus activities must notify the university when tested positive in order to facilitate any required follow up actions. Employees must also be responsive to the public health district for contact tracing and isolation follow up. You must notify your supervisor of the potential length of your absence. When informing your supervisor that you will be off work due to illness, you are not required to inform your supervisor of your COVID-19 diagnosis, although you can choose to do so. If you wish to utilize the benefits afforded by the Families First Coronavirus Response Act, you will need to confirm that you have a COVID-19 diagnosis.

If you feel well enough to do so and your work can be completed remotely, you can continue to work remotely, in consultation with your supervisor.

Your supervisor will immediately contact Physics Human Resources. This will be done so that you can be reminded of various employee benefits and resources that are available for you.

4. Be as comprehensive as possible when talking with your local health department contact tracer to identify those individuals with whom you have been in close contact. This is the information that determines successful contact tracing so that those individuals can be tested and watch for symptoms. The health department will determine who will need to self-quarantine based on the criteria for close contact.
5. Public Health will give you specific guidance you must follow when in isolation. General direction from the Centers for Disease Control can be found [here](#).

6. Public Health will inform you when you can end isolation based on your personal situation. In general, the CDC Guidelines for ending isolation can be found here <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>

As of July 17, 2020 the guidance is:

**If you had symptoms**, you can be with others after **ALL** of the following conditions are met:

- 10 days since symptoms first appeared **AND**
- 24 hours with no fever **AND**
- Respiratory symptoms have improved (e.g. cough, shortness of breath)

**If you did NOT have symptoms**, (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>) you can be with others:

- once 10 days have passed from the date of your positive test
- If your medical provider requires a have a follow up test, you must have two negative tests at least 24 hours apart.

7. Let your supervisor know when you anticipate being able to return to campus.

#### **What do I need to do if a colleague tests positive for COVID-19?**

- Contact Physics Human Resources, Stephanie Swearingen at 217-244-5891 or [sswearin@illinois.edu](mailto:sswearin@illinois.edu).
- Continue your daily symptom monitoring and follow up with your medical provider if you develop symptoms.
- Follow any guidance you receive from the local health department.  
Based on interviews with each person who tests positive for COVID-19, the local health department determines who is required to self-quarantine based on contact with the infected person.  
Everyone instructed to self-quarantine by the local health department is **required** to self-quarantine for **14 days**.
- If you are not contacted by the local health department, remain compliant with our on-campus twice weekly testing in addition to your daily symptom monitoring.

#### **How do I know if I have had close, prolonged exposure to someone who tests positive?**

Close, prolonged exposure is considered to be within 6 feet of an infected person for at least **15 minutes** where droplets could be shared during the person's infectious period. So, if you maintained social distancing, and maintained wearing your face covering, simply being in a large room with someone who tests positive would not typically be considered prolonged exposure.

