

IF Employee (or someone in their home) is experiencing symptoms consistent with COVID-19:

Symptoms: cough, shortness of breath, difficulty breathing, fever, chills, fatigue, headache, muscle or body aches, sore throat, congestion or runny nose, new loss of taste or smell, nausea or vomiting, diarrhea

Initial Notification	<p>IF Employee experiences symptoms AT WORK:</p> <ul style="list-style-type: none">● Employee reports symptoms to supervisor via phone, email, or while maintaining social distance.● Supervisor should separate the employee from others immediately and provide a mask to wear, if they don't have one.● Prior to sending the employee home, see the Information Gathering section below. <p>IF Employee experiences symptoms while NOT AT WORK:</p> <ul style="list-style-type: none">● Employee notifies Supervisor via phone or email● Supervisor should gather information, see Information Gathering● Seek medical care <p>IF someone in employee's home has symptoms consistent with COVID-19 or was notified of possible exposure:</p> <ul style="list-style-type: none">● Employee should remain off campus.● Notify your Supervisor via phone or email● See Isolation & Quarantine section below. <p>If an employee falls into any of the three situations above, they are eligible for up to 80 hours of COVID leave time.</p>
Information Gathering	<ul style="list-style-type: none">● Supervisor assures the employee that their information will be kept confidential.● Supervisor gives employee link to complete COVID-19 Employee Reporting Form. Form is automatically sent electronically to Human Resources when submitted.● If necessary, the supervisor collects information from the employee on information needed and submits the form for the employee. Information needed for form includes:<ul style="list-style-type: none">○ The date symptoms began.○ The last day the employee was at work.○ The spaces in which the employee worked 48 hours prior to symptom onset.○ Individuals that the employee came into close contact with 48 hours prior to symptom onset.○ The best way to reach the employee while out sick.● Supervisor arranges for isolation of any tools or office equipment used by the employee for at least 72 hours.● Supervisor arranges for cleaning & disinfection of areas and spaces that the employee worked in.

	<ul style="list-style-type: none"> ● Human Resources will notify employee(s) who have had possible exposure when a positive test is confirmed.
<p>Support and Direction</p>	<ul style="list-style-type: none"> ● IF Employee is on campus: Supervisor directs the employee to leave campus and seek medical attention. <ul style="list-style-type: none"> ○ If the employee is experiencing symptoms, advise them to get a COVID test. ○ If the employee was exposed to someone with symptoms or positive COVID test, employee to schedule a test at least 4 days after initial exposure. ● Supervisor provides employee with health resources: <ul style="list-style-type: none"> ○ <u>MDLive</u> (telemedicine) is a low cost resource for employees if they want to talk to a doctor before going to a doctor's office, urgent care, or hospital. Click link or call 888.726.3171. ○ Questions about UD health benefits? Contact benefits@udallas.edu ● Supervisor asks the employee to update them and HR on results or direction from their medical provider, especially if they receive a COVID-19 test or are presumed positive. ● Supervisor is the employee's point of contact for any questions. ● Employee's supervisor should conduct a wellness check via telephone at least once every other day. If an employee reports a confirmed COVID-19 test result, please refer to directions below for Confirmed cases.
<p>Isolation & Quarantine</p>	<ul style="list-style-type: none"> ● Isolation: Employee with positive test result should remain in isolation for at least 10 days after onset of symptoms (or test result, if asymptomatic). Can return if symptoms are improving and 24 hours fever-free. ● Quarantine: Employee deemed close contact should remain in quarantine for 10 days after exposure OR 7 days after exposure if employee obtains a negative COVID test result at least 4 days after exposure date.
<p>Provide Open & Transparent Communication</p>	<ul style="list-style-type: none"> ● Human Resources will notify the Chair of the UD Coronavirus Task Force when a <i>COVID-19 Employee Reporting Form</i> is received. ● Human Resources will submit a Clery report to UDPD of any employee with a positive test result. Names will not be given, just work building. Positive cases are listed on the Covid Case Report. ● President Hibbs will provide status updates to the UD community as appropriate.

What happens when a University of Dallas employee has COVID-19?

The University of Dallas has a process in place for handling reported cases of COVID-19. This process aims to protect the health, safety and privacy of everyone in our UD community.

If you have been identified as someone who may have had close contact with someone contagious with COVID-19, you will be contacted via call, text and/or email to your UD email address as soon as possible.

To protect yourself and others at home and at work, remember to (see CDC):

- Wash your hands OFTEN for at least 20 seconds
- Practice Social distancing (maintain 6 feet distance from others)
- Cover your nose and mouth with a face cover
- Cough or sneeze into your elbow
- Clean and disinfect high touch surfaces