

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

Symptoms: cough, shortness of breath, fever, chills, fatigue, headache, muscle pain, sore throat, new loss of taste or smell, diarrhea, or chilblains (red or purple bumps on toes with swelling)

Initial Notification

IF Employee experiences symptoms AT WORK:

- Employee reports symptoms to supervisor via phone, email, or while maintaining social distance.
- Supervisor should separate employee from others immediately and provide a mask to wear.
- Prior to sending employee home, see the **Information Gathering** section below.

IF Employee experiences symptoms while NOT AT WORK:

- Do not come to work until 72 hours after symptom free
- Notify your Supervisor via phone or email
- Seek medical care

IF someone in employee's home has symptoms consistent with COVID-19:

- Employee should NOT COME to work.
- Notify your Supervisor via phone or email
- Quarantine for 14 days

If employee falls into any of the three situations above, they will be paid up to 80 hours without using personal leave time.

Information Gathering

- Supervisor assures 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, supervisor collects information from employee on information needed and submits the form for the employee. Information needed for form includes:
 - The date symptoms began.
 - The last day employee was at work.
 - The spaces in which 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 employee while out sick.
- Supervisor arranges for isolation of any tools or office equipment used by 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 form is received.
Support and Direction	<ul style="list-style-type: none"> • IF Employee is AT WORK: Supervisor directs the employee to leave campus and seek medical attention. • Supervisor provides employee with health resources: <ul style="list-style-type: none"> ○ MDLive (tele medicine) 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. ○ HR information for questions on health benefits can be found at hr@udallas.edu • Supervisor asks employee to keep them updated on results or direction from their medical provider, especially if they receive a COVID-19 test or are presumed positive. • Supervisor is 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 employee reports a confirmed COVID-19 test result, please refer to directions below for Confirmed cases.
Provide Open & Transparent Communication	<ul style="list-style-type: none"> • Human Resources will notify the Chair of the UD Coronavirus Task Force when <i>COVID-19 Employee Reporting Form</i> is received. • The employee's supervisor will communicate to the team that there has been unconfirmed case of COVID-19 without mentioning employee name. • 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