



Employee Experiences Symptoms

- Ask the employee to go home immediately (or stay at home).
- Encourage them to seek prompt healthcare for symptoms.
- Have them identify all work locations where they spent 15 minutes or more within the two days prior to the onset of symptoms.
- Identify all known people who were within 6 feet of the employee in those locations for 15 minutes or more during that time (with or without masks). Retain this information in a secure location for use only if the employee subsequently tests positive for COVID-19.
- Strongly encourage the employee to pursue COVID-19 testing, through Campus Health or their healthcare provider.
- Advise that the employee must contact you immediately if their test is positive for COVID-19.