

COVID-19 ILL EMPLOYEE PROTOCOL SUPERVISOR CHECKLIST

Supervisor must complete the following for all employees, including student employees:

- Submit information into the [TAMU COVID-19 Tracking Form](#)
 - Ensure affected individuals have access to appropriate resources
 - Identify close contacts (defined by CDC as being within 6 feet of a COVID-19 case for a period greater than 15 minutes in the 48 hours prior to the individual becoming symptomatic)
 - Identify areas where the affected individual last worked on campus, particularly in the 48 hours prior to the individual becoming symptomatic.
- Make appropriate notifications
 - Department Heads, building proctors, Deans and/or Vice Presidents should be supplied a copy of the tracking form by the supervisor following submission of the [TAMU COVID-19 Tracking Form](#).
 - The affected employee should be advised to seek medical advice by telephone from a healthcare provider, if they have not already done so.
 - Individuals having close contact with the affected employee should be notified WITHOUT IDENTIFYING THE NAME of the affected employee and told to self-quarantine for 14 days. The name of the employee must remain confidential.
 - These individuals should be instructed to self-quarantine and monitor their health daily for the next 14 days. A negative COVID-19 test does not allow the quarantine period to be shortened. Information about self-isolation and self-monitoring can be found on the [TAMU COVID-19 FAQ page](#).
 - Notification through the [TAMU COVID-19 Tracking Form](#) will initiate disinfection by SSC in the areas described, with the exception of research laboratories. PIs/laboratory supervisors are responsible for disinfecting laboratory spaces and equipment, and should work with building proctors to obtain the necessary supplies from SSC. If there is a concern about cleaning potentially affected areas, building proctors should notify SSC by emailing fda@tamu.edu with the following information:
 - Building and building number
 - Room numbers/specific locations
 - Point of contact at the building (name and phone number)
 - Description of the specific concern
 - If after 5 PM on a weekday or on the weekend, then the building proctor should also contact the radio room at (979) 845-4311.

- Advise employees with new or worsening symptoms of illness listed above that they are not permitted to return to work until:
- In the case of an employee who was **has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19**, the individual may stop home isolation under the following conditions:
 - Individual had no fever for at least 72 hours (that is three full days of no fever without the use medicine that reduces fevers) AND
 - other symptoms have improved (for example, when your cough or shortness of breath have improved) AND
 - at least 10 days have passed since your symptoms first appeared
 - In the case an employee **is diagnosed with COVID-19**, the individual may stop home isolation under the following conditions:
 - If the individual has not been tested to determine if they are still contagious, they can leave home after these two things have happened:
 - At least 10 days have passed since the date of the first positive test AND
 - individual continues to have no symptoms (no cough or shortness of breath) since the test.
 - If the individual has had a test to determine if they are still contagious, they can leave home after receiving two negative tests in a row, at least 24 hours apart.
 - Close contacts are permitted to return to work under the following conditions
 - 14 days have passed since their last contact with an individual who was symptomatic or tested positive for COVID-19 AND
 - The close contact has not developed symptoms consistent with COVID-19 or tested positive for COVID-19.
 - Note that close contacts in a household must self-quarantine for 14 days after their family member is considered recovered.
 - [Reference CDC](#)
 - Employees may perform telework dependent upon nature of work and supervisor guidance.

Contact [Christina Robertson](#), EHS Director, with any questions.