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:

  o 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

  o 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.

  o 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.

  o Note that close contacts in a household must self-quarantine for 14 days after their family member is considered recovered.
    • Reference CDC

  o Employees may perform telework dependent upon nature of work and supervisor guidance.

Contact Christina Robertson, EHS Director, with any questions.