

Decision Path for Employees and COVID 19 Response

Employee should not contact HR directly; HR needs to discuss several items with supervisor before speaking with the employee.

Employee is not feeling well with COVID 19 symptoms or recently tested positive for COVID 19.

Employee has been in direct contact with someone who has tested positive for COVID 19.

Employee believes they have had indirect contact with someone who may have recently tested positive for COVID 19.

Employee Contacts Supervisor

Supervisor emails employeerelations@gcsu.edu or calls Human Resources at (478) 445 5932 or (478) 445 4236 with employee name and contact number. If supervisor is notified before 8am or after 5pm, supervisor emails employeerelations@gcsu.edu. HR will follow up between 8am and 5pm with the employee.
****Employees with indirect contact should report to work****

Human Resources contacts employee to verify exposure level and testing options (if applicable)

If employee is symptomatic and/or exposure is confirmed, employee is instructed to self isolate at home and is provided testing options according to CDC guidelines. Human Resources discusses telework and/or leave options with employee.

If employee has been in direct contact with someone who tested positive, employee is instructed to quarantine at home and is provided testing options according to CDC guidelines. Human Resources discusses telework and/or leave options with employee.

If employee has had indirect contact with someone who has recently tested positive, they should follow guidance from HR and self monitor. No testing is recommended at this stage.

Human Resources contacts Student Health so they can communicate employee name to the Department of Public Health.

Department of Public Health will contact employee for contact tracing and testing needs, if applicable.

Human Resources works directly with employee on return to work date and communicates date to employee employee's supervisor.

Human Resources notifies supervisor that employee should continue working.

If employee exposure or symptoms change, employee should notify their supervisor and supervisor should follow the decision path and notify HR.

Guidance Offered by Centers for Disease Control and Prevention: Isolate: Stay at home, and separate from others within the household by staying in a specific room or area and by using a separate bathroom (if available). You can be around others after 24 hours with no fever without the use of medicine that reduces fever, AND after symptoms improve, AND 10 days since symptoms first appeared. Consult with Human Resources on return-to-work date based on symptoms subsiding. **Quarantine:** Stay at home for 14 days, and monitor your health by checking your temperature 2x/day and watch for symptoms of COVID-19. Return-to-work date will be provided by Human Resources. **Self-Monitor:** Continue to perform normal functions while taking everyday preventative steps, and be alert to the development of symptoms.