

IF AN EMPLOYEE:

- is not feeling well with COVID-19 symptoms or recently tested positive for COVID-19.
- has been in direct contact with someone who has tested positive for COVID-19.
- believes they have had indirect contact with someone who recently tested positive for COVID-19.

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

Supervisor emails employeerelations@gcsu.edu or calls Human Resources at 478-445-4236 with employee's name and contact number. If supervisor is notified before 8 a.m. or after 5 p.m., supervisor emails employeerelations@gcsu.edu. HR will follow up between 8 a.m. and 5 p.m. with the employee.

Human Resources contacts employee to verify exposure level, testing options, and vaccination status (if applicable).

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 notifies supervisor that employee should continue working.

If employee has been in direct contact with someone who tested positive, employee may be instructed to quarantine at home (dependent upon vaccination status*) and is provided testing options according to CDC guidelines. Human Resources discusses telework and/or leave options with employee.

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.

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

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

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

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