Supervisor tells employee to stay at home or go home, and then supervisor contacts Amber Collins at Human Resources 478-445-4236 with employee name and contact number. If supervisor is notified before 8 a.m. or after 5 p.m., supervisor emails amber.collins@gcsu.edu. She will follow-up between 8 a.m. and 5 p.m. with the employee. If employee is symptomatic and/or exposure is confirmed, employee is instructed to self isolate at home and be tested according to CDC guidelines. Human Resources reviews testing and leave options with employee.

If employee has been in direct contact with someone who tested positive, they should stay at home and quarantine. Testing will be determined based on length of time since exposure and CDC guidelines. Human Resources reviews leave options with employee.

HR refers employee to Student Health Services if indirect contact is determined.

HR refers employee to Student Health Services if indirect contact is determined.

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

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

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

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

Human Resources notifies supervisor that employee should continue working.

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

Employee contacts supervisor

Employee contacts supervisor

Employee contacts supervisor

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.