

## **Guidance for Manager/Supervisor to manage the process of a COVID positive or exposed employee**

### **I. General information:**

Additional information is available on the University's [COVID-19 Guidance and Campus Resources](#) site. For support to navigate specific work-related questions or concerns, reach out to your [HR Service Manager](#).

### **II. Actions for Supervisors**

The following information is intended to provide guidance to supervisors where the employee has either tested positive for COVID-19, been exposed (or potentially exposed) to COVID-19 or is exhibiting COVID-19 symptoms.

#### **A. Employee tests positive for COVID-19**

This guidance applies to any positive COVID-19 test results regardless of whether the employee is vaccinated or unvaccinated.

When your employee is informed of a positive COVID test, they are asked to notify you. You should advise the employee to remain home and complete the following steps:

- Provide support but do not ask for details of their medical situation. It is ok if the employee voluntarily offers additional details, but supervisors should not seek it. Plan for the employee's absence, if applicable.
- Do not share any medical information or COVID status with co-workers, colleagues or associates. The employee who tests positive should inform their close contacts of their exposure to COVID-19, so close contacts may take appropriate steps.
- If an employee asks whether they are potentially exposed, let them know that if they are, they will be contacted directly by the person who has tested positive. If the employee wants to be cautious even if not contacted, they can get tested for COVID at any time.
- If the employee is too sick to work remotely, they should request leave. Do not request the employee to conduct work while on approved sick leave. If the employee can continue to work, they can work out an arrangement with you, the supervisor.
- Supervisor welcomes employee back when they have completed isolation per [CDC guidance](#).

B. [Employee is exposed \(potentially\) to COVID-19](#)

An employee's response to being exposed to COVID-19 may differ depending upon their personal situation. Specific actions for the employee to take are outlined in [CDC guidance](#).

When your employee informs you of an exposure (potentially), you should:

- Refer the employee to [CDC guidance](#) on what to do if exposed.
- Provide support but do not ask for details. It is ok if the employee voluntarily offers additional details, but supervisors should not seek it.
- Do not ask if the employee has been vaccinated.
- Do not share with other co-workers or colleagues that the employee has been exposed.

C. [Employee exhibiting COVID-19 symptoms](#)

Advise the employee to remain home and complete the following steps:

- Suggest the employee get tested.
- Refer employee to their primary care provider for medical advice. If they don't have a primary care provider, they should contact the Sullivan Center at 864-656-3076.

If the employee shares that they have tested positive for COVID-19, please follow steps under Section A. Employee tests positive for COVID-19.