

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

I. General information:

For questions, concerns or guidance beyond the content of this guidance, contact the Sullivan Center at 864-656-3076—option 6 COVID/Medical Surveillance. The Sullivan Center health care professionals provide management of isolation/quarantine, consultation of COVID questions including self-reporting, reporting possible clusters, support and awareness. For support to navigate specific work-related questions or concerns, reach out to your [HR Generalist](#).

Current details for Clemson COVID guidelines are located at [COVID-19 Resources and Updates](#).

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. Actions for employees who have and have not been vaccinated are included.

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.
- Within 24 hours, clean/disinfect the employee's work area. This should be done by the individual as they leave their workspace or by their supervisor. Guidance for cleaning can be found [here](#).
- Do not share any medical information or COVID status with co-workers, colleagues or associates. The

employee who tests positive will be instructed to inform their close contacts of their exposure to COVID-19, so close contacts may quarantine if indicated.

- 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 and/or take the [COVID-19 Self-Assessment](#).
- 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 the University's 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 provided by the Sullivan Center (via email) when the employee uses the [Self-Assessment Tool](#) to report a potential exposure to COVID-19. To better understand the guidance provided to the employee, refer to the COVID-19 Resources and Updates, ["If you're exposed..."](#)

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

- Plan for the employee's absence, as applicable.
- If the employee has been 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 is quarantined.
- Supervisors may request employees to work remotely if their jobs allow for this flexibility AND the employee remains COVID negative and asymptomatic.
- If the employee is too sick to work, they should request leave. If the employee is on approved sick leave, do not request the employee to conduct work.

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

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

- Suggest the employee conduct an assessment using the using the [Self-Assessment Tool](#).
- Suggest the employee get tested.

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

Resources:

- [If you are sick](#)
- [If you test positive](#)
- [If you're exposed](#)
- [Voluntary Vaccine Upload Tool](#)
- [Get Tested](#)
- [Self-Assessment Tool](#)