Positive Diagnosis or Exposure during COVID-19

[ Applies to ] [ Purpose ] [ Definition of Terms ] [ Procedures ] [ Related Information ] [ Revision History ]

| Effective Date: July 9, 2020 | Policy Contact: |
| Last Updated: July 9, 2020 | Human Resources |
| Responsible University Office: Human Resources | clarksonhr@clarkson.edu |
| Responsible University Administrator: Chief Inclusion and Human Resources Officer |

Applies to

This Policy applies to all Faculty and Staff across all University departments, Institutes, Centers and Schools.

Purpose

To ensure that University processes and protocols are in place to address different potential scenarios with the objective of preventing the spread of COVID-19 and to ensure safety of our employees and the Clarkson community.

Definition of Terms

**Isolation:** Isolation is used to separate people infected with the virus (those who are sick with COVID-19 and those with no symptoms) from people who are not infected. People who are in isolation should stay home until it is safe for them to be around others. In the home, anyone sick or infected should separate themselves from others by staying in a specific “sick room” or area and using a separate bathroom (if available).

**Quarantine:** Quarantine is used to keep someone who might have been exposed to COVID-19 away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department.

**Close Contact:** The Centers for Disease Control & Prevention (CDC) defines close contact for COVID-19 as anyone who was within 6 feet of an infected person for at least 15 minutes starting from 48 hours before the person began feeling sick until the time the patient was isolated.

Procedures

To ensure the continued safety of all employees and to prevent the spread of COVID 19, employees must notify Human Resources immediately if issued by a government entity to quarantine and/or isolate or if they come down with symptoms of the coronavirus.

Human Resources is the first point of contact and as needed supervisors will be updated. Please contact Chief Human Resources & Deputy Chief Inclusion Officer by calling 315.268.3788 or by email amcgahe@clarkson.edu.

Protocols for different scenarios are explained below:

**Employee has been tested positive with COVID -19**

**Employee has been in close contact with someone who is symptomatic or tested positive.**

**Who do they report to?**

- Employee to notify Human Resources immediately. The employee should contact by telephone or email and should NOT report to work.

**Next Steps:**

- Human Resources contacts the Supervisor as needed.
• Employee self-isolates or self-quarantines for 14 days. Must be symptom free for 3 days (72 hours) without the use of fever-reducing medications and improvement in respiratory symptoms (e.g. cough, shortness of breath) before returning to work.
• If diagnosed with COVID-19, documentation received from the issuing authority is required to be submitted to Human Resources.
• Sick employees should follow CDC-recommended steps.
• Employees should not return to work until they have met the criteria to discontinue home isolation and have consulted with a healthcare provider and state or local health department.
• Inquire if NYS Paid Leave Options for COVID-19 are available if applicable.
• Authorized personnel will perform the tasks of cleaning and disinfecting all potential contaminated areas. Please also refer to the Cleaning and Disinfecting during COVID-19 policy.
• Contact tracing steps. Please also refer to the Contact Tracing during COVID-19 policy.

Employee is symptomatic upon arrival at work or becomes sick during the day at work.

Who do they report to?

• The employee needs to notify Human Resources immediately.

Next Steps:

• Employee should be separated from other employees and sent home immediately.
• Human Resources informs the supervisor as needed.
• Employee should monitor for symptoms and if they experience any of the specified COVID-19 symptoms (https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html), they should first contact their physician or healthcare provider. If they are diagnosed with presumptive or confirmed COVID-19 at any time, they should self-isolate for 14 days and at least 3 days (72 hours) should have passed since recovery which is defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g. cough, shortness of breath) before returning to work.

If they are unwell due to non COVID-19 related illnesses/symptoms, they are required to follow Clarkson University’s sick policy as per the Operations Manual (OM 8.3.5 Sick Leave – Administrative, Supervisory, and General Staff).

• Employees sick with COVID-19 should follow CDC-recommended steps.
• Employees should not return to work until they have met the criteria to discontinue home isolation and have consulted with a healthcare provider and state or local health department.
• Inquire if NYS Paid Leave Options for COVID-19 are available, if applicable.
• Authorized personnel will perform the tasks of cleaning and disinfecting all potential contaminated areas, as required. Please also refer to the Cleaning and Disinfecting during COVID-19 policy.
• Contact tracing steps will apply in case of confirmed or presumptive COVID-19 sickness. Please also refer to the Contact Tracing during COVID-19 policy.

Employee reports they or anyone they live with have traveled outside of the approved areas.

Who do they report to?

• The employee needs to notify their supervisor.
• Employees are also required to complete and submit the Travel Self-Reporting form prior to travel: https://forms.gle/WJ54WHeumwMpzRadj.

Next Steps:

• Supervisor informs Clarkson Human Resources at 315-268-6497/clarsonhr@Clarkson.edu.
• Employee self-quarantines for 14 days and monitors for symptoms. Must be symptom free for 3 days (72 hours) without the use of fever-reducing medications and improvement in respiratory symptoms (e.g. cough, shortness of breath) before returning to work.

• Human Resources can help with questions on leave, if the employee is unable to work remotely.

What if an employee does not self-report, but the employer notices the employee exhibiting symptoms of COVID-19?

• Supervisor sends the employee home immediately.
• Supervisor informs Clarkson Human Resources immediately at 315-268-6497 / clarsonhr@Clarkson.edu.
• Employee self-isolates or self-quarantines for 14 days. Must be symptom free for 3 days (72 hours) without the use of fever-reducing medications and improvement in respiratory symptoms (e.g. cough, shortness of breath) before returning to work.
• Inquire if NYS Paid Leave Options for COVID-19 are available if applicable.
• Authorized personnel will perform the tasks of cleaning and disinfecting all potential contaminated areas, as required. Please also refer to the Cleaning and Disinfecting during COVID-19 policy.
• Contact tracing steps will apply in case of confirmed or presumptive COVID-19 sickness. Please also refer to the Contact Tracing during COVID-19 policy.
What should an employee do if they suspect a co-worker of being ill and reporting to on-campus work?

Employees who suspect another employee is ill should notify their supervisor of the situation and the supervisor will follow required guidelines.

Employees who are presumed sick with COVID-19 may be asked to follow the potential exposure protocol for COVID-19, which is self-quarantining for 14 days until they are without symptoms.

Related Information


Revision History