



# Employee COVID-19 Information

## Exposure, symptoms, illness and return to campus

### Definitions:

**“Close Contact”** with someone who tested positive for COVID-19:

- You were within 6 feet of someone who has COVID-19 for a total of 15 minutes or more
- You provided care at home to someone who is sick with COVID-19
- You had direct physical contact with the person (hugged or kissed them)
- You shared eating or drinking utensils
- They sneezed, coughed, or somehow got respiratory droplets on you

**Quarantine:** Used to keep someone who was exposed to the virus away from others, even in their own home.

**Quarantine Period:** 14 days from the date of last contact with a COVID positive person. 14 days is the current recommended quarantine period and is subject to change based on CDC guidelines.

**Isolation:** Used to separate someone who is infected from people who are not infected. Isolation means staying away from others, even at home. Isolation periods may vary depending on symptoms.

**Symptoms of COVID-19:** Fever or chills, cough, shortness of breath, difficulty breathing, sore throat, muscle aches, nausea, vomiting, diarrhea, loss of taste or smell.

### IF CLOSE CONTACT TO A CONFIRMED POSITIVE OCCURS:

- Notify the COVID Response Team at [covid19@cedarcrest.edu](mailto:covid19@cedarcrest.edu) with the following information:
  - date of last contact with the confirmed positive person
  - date confirmed positive person was tested
  - if you are currently experiencing symptoms
  - date you were last on campus
  - who you were in close contact with while on campus and duration of contact
  - whether or not those you were in close contact with on campus were wearing masks/face coverings
- Stay home for 14 days from the last date of your contact with the person who has COVID-19 (quarantine period)
- Monitor your health by watching for fever (100.4°F), cough, shortness of breath, or **other symptoms** of COVID-19
- If you develop symptoms, call your primary care provider for evaluation/testing. **You must continue to quarantine even if you have a negative test.**
- Stay away from others in the household as much as possible

### Return to Campus after close contact with a confirmed positive person:

- 14 days after the start of the quarantine period if you do not develop symptoms or test positive
- Clearance from Human Resources is not needed unless you developed symptoms or tested positive

## IF YOU HAVE COVID-19 SYMPTOMS WITH NO KNOWN EXPOSURE:

- Do not come to campus.
- Contact your primary care provider or local health system for further guidance regarding testing.
- Current CDC and local health department guidance recommends PCR testing for all COVID-19 like symptoms, regardless of severity.
- Isolate at home pending the test results.

### Return to campus after symptoms with no known exposure:

- When COVID-19 is ruled out by either a negative PCR test or clear alternative diagnosis from your primary care provider and symptoms have resolved.
- A negative test or clearance from a primary care provider is required to return to campus.
- Individuals with non-COVID related symptoms or diagnoses which result in more than three days out of work must submit medical clearance to Human Resources in order to return to work.

## IF YOU TEST POSITIVE FOR COVID-19:

- Notify the COVID Response Team at [covid19@cedarcrest.edu](mailto:covid19@cedarcrest.edu) with the following information:
  - date you were tested for COVID
  - date symptoms began, if experiencing symptoms (if asymptomatic, please indicate)
  - date you were last on campus and who you were in close contact with
  - whether or not those you were in close contact with on campus were wearing masks/ face coverings
- Stay home except to get medical care
  - Monitor your symptoms. If you have an emergency warning sign (including trouble breathing), seek emergency medical care immediately
  - stay in a separate room from other household members, if possible
  - use a separate bathroom, if possible
  - avoid contact with other members of the household and pets

- don't share personal household items, like cups, towels, and utensils
- wear a mask when around other people, if you are able to
- If you are asymptomatic, continue to monitor your health by watching for fever (100.4°F), cough, shortness of breath, or **other symptoms** of COVID-19

### Return to Campus after testing positive:

If you were asymptomatic prior to and after testing positive and continue to have no symptoms, you can be with others after:

- 10 days have passed since the date you had your positive test

If you were experiencing symptoms, you can be around others after:

- 10 days since symptoms first appeared **and**
- 24 hours with no fever without the use of fever-reducing medications **and**
- Other symptoms of COVID-19 are improving\*  
*\*Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation*

If your healthcare provider recommends testing, they will let you know when you can resume being around others based on your test results. If available, documentation from your healthcare provider should be submitted to Human Resources prior to returning to campus.

## WORKING AND COVID-19:

### Employees in Quarantine:

Employees who are not experiencing symptoms and need to quarantine or isolate should work with their supervisor regarding the availability of remote work. If remote work is not available, benefit time (vacation, floating holiday or personal time) should be used.

### Employees in Isolation:

For employees who are experiencing symptoms and are unable to work due to illness, sick leave policies may apply. Eligible employees should enter sick leave in ADP, the College's payroll system.