### Employee and Supervisor Interaction in three COVID Exposure scenarios.
This document expires on 8/15/2020

<table>
<thead>
<tr>
<th>COVID POSTIVE§</th>
<th>COVID Exposure‡</th>
<th>Secondary COVID Exposure†</th>
</tr>
</thead>
</table>
| • Do NOT go to work  
• Contact Supervisor  
• Follow CDC/ADH guidelines for self-quarantine (14 days after exposure) or until you receive a negative test if past the 14 days and still positive  
• Consult and follow PCP healthcare guidelines  
• Follow CDC/ADH guidelines for isolation  
• Provide COVID positive test results to supervisor  
• Provide return-to-work document from PCP or ADH to supervisor (or consult ADH) and develop a return-to-work plan  
• Return to work when approved by HR | • Do NOT go to work  
• Contact Supervisor  
• Follow CDC/ADH guidelines for self-quarantine (14 days after exposure)  
• Consult PCP and seek COVID test  
• **If COVID positive, see guidelines in COVID POSITIVE column**  
• If COVID negative, continue self-quarantine for 14 days after exposure or current CDC/ADH guidelines  
• After 14-day quarantine is complete, contact supervisor to develop a return-to-work plan  
• Return-to-work when approved by HR | • Do NOT go to work  
• Contact Supervisor  
• Return to work when approved by HR |

§Definition: a positive test for COVID-19 confirmed by ADH and/or lab notification.

‡Definition: ≥15 minutes close contact (< 6 ft) with a person that has tested COVID+ or is being tested for COVID and is awaiting test results. CDC definition at https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html

†Definition: ≥15 minutes close contact (< 6 ft) with a person that has been in close contact with a person who tested COVID+. Secondary Exposure is a term developed for internal use; NOT A CDC/ADH term.
### Instructions for Supervisors

<table>
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<tr>
<th>COVID POSTIVE$</th>
<th>COVID Exposure‡</th>
<th>Secondary COVID Exposure†</th>
</tr>
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</table>
| • Do not share names of individuals involved with other employees  
• Inform HR and Dean of Students immediately to vet the response plan  
• Instructions to employee:  
  ➢ Do not return to work until further instructions  
  ➢ Begin CDC/ADH guidelines for self-quarantine (14 days after exposure)  
  ➢ Provide COVID positive test results to supervisor  
  ➢ Provide return-to-work letter to supervisor  
  ➢ Return to work only after approved by HR  
• Contact tracing: Work with the employee to establish a list of employees who received primary and secondary exposure. Follow COVID Exposure instructions for each affected employee  
• Facilities: May require a temporary facility closure or complete cleaning and disinfecting | • Do not share names of individuals involved with other employees  
• Inform HR and Dean of Students immediately to vet the response plan  
• Instructions to employee:  
  ➢ Do not return to work until further instructions  
  ➢ Begin CDC/ADH guidelines for self-quarantine (14 days after exposure)  
  ➢ Consult PCP and seek COVID test  
  ➢ Contact HR as soon as test results are available  
  ➢ Return to work only after approved by supervisor  
• Contact tracing: Work with the employee to establish a list of employees who received secondary exposure. Follow Secondary COVID Exposure instructions for each affected employee  
• Test results:  
  ➢ Negative test: allow employee to return after the 14-day quarantine window  
  ➢ Positive test: Follow COVID positive instructions  
• Facilities: May require a temporary facility closure or complete cleaning and disinfecting | • Do not share names of individuals involved with other employees  
• Inform HR and Dean of Students immediately to vet the response plan  
• Instructions to employee:  
  ➢ Do not return to work until further instructions  
  ➢ Return to work only after approved by supervisor  
• Contact tracing: with secondary exposures, no further actions are necessary  
• Test results:  
  ➢ Negative test: if tested, allow employee to return even if the return date is within the 14-day quarantine window  
  ➢ Positive test: Follow COVID positive instructions |

\$Definition: ≥15 minutes close contact (< 6 ft) with a person that has been in close contact with a person who tested COVID+. Secondary Exposure is a term developed for internal use; NOT A CDC/ADH term.

‡Definition: ≥15 minutes close contact (< 6 ft) with a person that has tested COVID+ or is suspected of being COVID+. CDC definition at [https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html](https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html)

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