**Employee Flowchart Protocol for COVID-19 Reporting and Return to Work**

*For COVID-19, a close contact is defined as someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.*

### Use of the Campus Clear App, a self-screening strategy for controlling the spread of COVID-19, is required to gain access to campus.

- Employees are responsible for notifying the COVID-19 Coordinator and supervisor via email or phone.
- The COVID-19 Coordinator instructs the employee to contact their health care provider and be tested for COVID-19; informs the employee to mandatory self-quarantine for 14 days since last contact with COVID-19 individual.
- The COVID-19 Coordinator contacts Custodial Services to deep clean areas of contact.
- The COVID-19 Coordinator sends a letter to each person the infected employee had contact with, directing them to the COVID-19 Coordinator.
- If employee determines they meet the CDC Close Contact definition, no isolation is warranted; continue set work schedule.
- If employee determines they do not meet the CDC Close Contact definition (see above), mandatory 14-day self-quarantine dates are established.
- Employee is responsible for notifying the COVID-19 Coordinator and supervisor via email or phone.
- Employee is responsible for notifying the COVID-19 Coordinator.
- The COVID-19 Coordinator maintains contact with all COVID-19 positive and employees in isolation until they are able to return to work.
- Determination is made if employee can work 100% remotely or if eligible for emergency sick pay under FFCRA; Payroll is notified if necessary.
- Employee completes absence form (HR assists employee); HR tracks leave time.
- Once situation is resolved and employee can return to campus, employee enters "no symptoms" on CampusClear and case is closed.

### Employee had close contact* with someone who tested positive or is suspected of having COVID-19

- May return after 14-day self-quarantine period from date of last contact with individual.
- Employee is responsible for notifying COVID-19 Coordinator and supervisor via email or phone.

### Employee tested positive or is suspected of having COVID-19 AND had symptoms

- May return after: (1) at least 10 days have passed since symptom onset; and (2) at least 24 hours since resolution of fever and improvement of other symptoms.
- Employee is responsible for notifying the COVID-19 Coordinator and supervisor via email or phone.
- The COVID-19 Coordinator instructs the employee to email their COVID-19 test results and to isolation for 10 days since symptom onset or date of test; employee provides the COVID-19 Coordinator with the date and where last worked on campus and a list of Moraine Valley individuals the employee had contact with that day or week.
- If employee determines they meet the CDC Close Contact definition (see above), mandatory 14-day self-quarantine dates are established.
- If employee determines they do not meet the CDC Close Contact definition, no isolation is warranted; continue set work schedule.

### Employee tested positive for COVID-19, but had NO symptoms

- May return after at least 10 days have passed since date of first positive COVID-19 test.
- The COVID-19 Coordinator contacts Custodial Services to deep clean areas of contact.
- The COVID-19 Coordinator sends a letter to each person the infected employee had contact with, directing them to the COVID-19 Coordinator.
- If employee determines they meet the CDC Close Contact definition, no isolation is warranted; continue set work schedule.
- If employee determines they do not meet the CDC Close Contact definition, no isolation is warranted; continue set work schedule.

### Employee exhibits one or more symptoms of COVID-19, but is not suspected of having COVID-19

- Some examples: seasonal allergies, ear infection, seasonal flu, strep throat, migraine, etc. May be possible to return in fewer than 10 days after onset of symptoms and 24 hours fever-free.
- Employee is responsible for notifying COVID-19 Coordinator.
- Employee is to provide evidence to COVID-19 Coordinator of alternative reason for symptoms and/or release to return to work.

### Employee had contact (not close contact*) with someone whose family member tested positive for COVID-19

- No days off work or self-quarantine necessary; employee continues to work.
- Individual Returns from International Travel to CDC “Level 3” Country
- Refer to CDC COVID-19 Travel Recommendations by Destination
- Recommended 14-day quarantine from date of return from trip

### COVID-19 Coordinator

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**IMPORTANT NOTES:**

- **Quarantine:** separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick
- **Isolation:** separates sick people with a contagious disease from people who are not sick.

This protocol was developed in keeping with guidance from the Centers for Disease Control and Prevention, the Illinois Department of Public Health and the legal firm Robbins, Schwartz. Protocols are subject to change and may vary on a case-by-case basis.

Quarantine days in column 1 differ from isolation days in columns 2 & 3 because of positive testing for COVID-19 verification in columns 2 & 3.