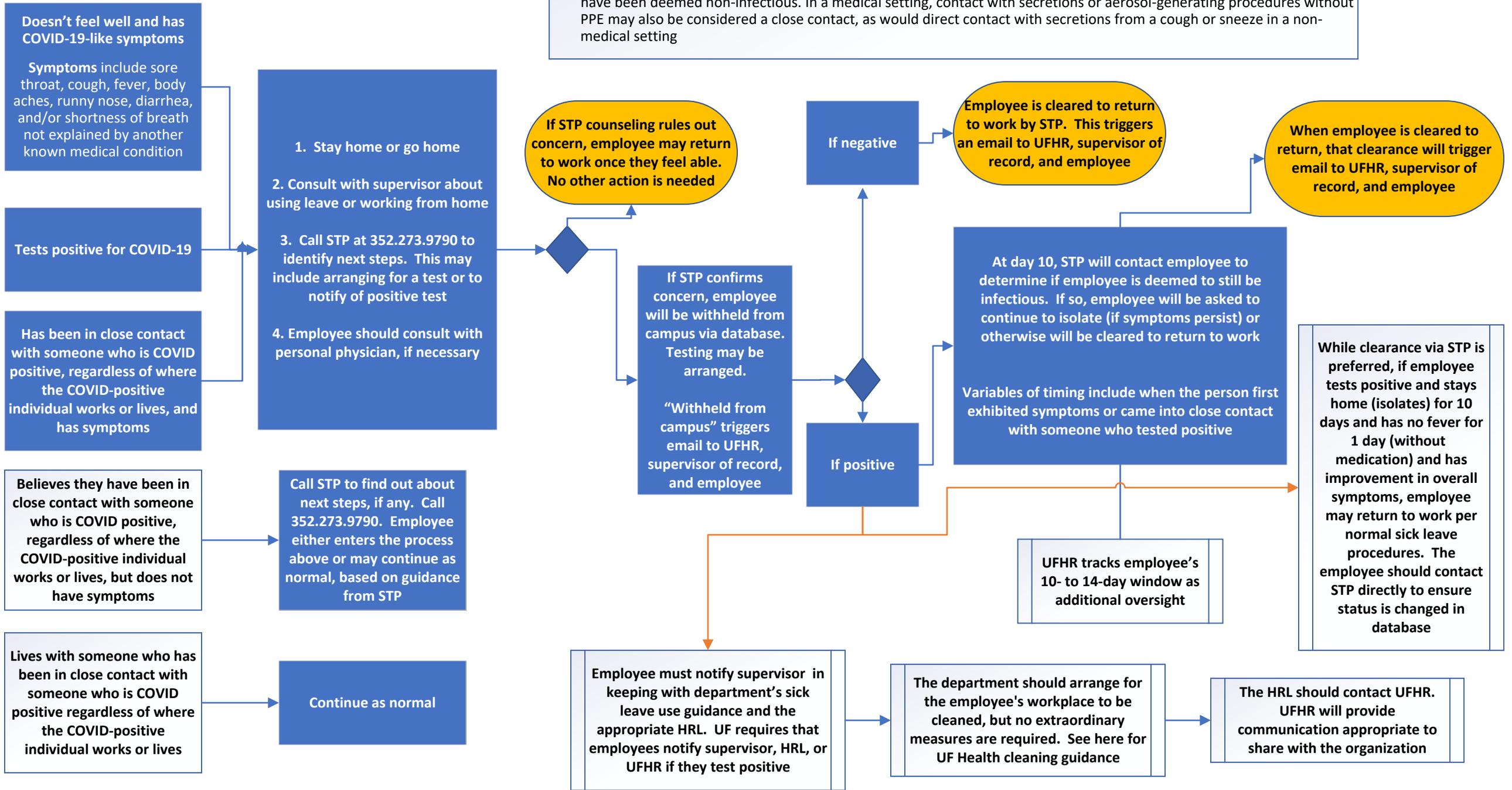


**When an employee ...**

**Definition of close contact:** Close contact occurs when you have been within 6 feet of a confirmed COVID-19-positive individual for greater than 15 accumulated minutes starting from 48 hours before the start of their symptoms until they have been deemed non-infectious. In a medical setting, contact with secretions or aerosol-generating procedures without PPE may also be considered a close contact, as would direct contact with secretions from a cough or sneeze in a non-medical setting



**Doesn't feel well and has COVID-19-like symptoms**

**Symptoms** include sore throat, cough, fever, body aches, runny nose, diarrhea, and/or shortness of breath not explained by another known medical condition

**Tests positive for COVID-19**

**Has been in close contact with someone who is COVID positive, regardless of where the COVID-positive individual works or lives, and has symptoms**

**Believes they have been in close contact with someone who is COVID positive, regardless of where the COVID-positive individual works or lives, but does not have symptoms**

**Lives with someone who has been in close contact with someone who is COVID positive regardless of where the COVID-positive individual works or lives**

1. Stay home or go home
2. Consult with supervisor about using leave or working from home
3. Call STP at 352.273.9790 to identify next steps. This may include arranging for a test or to notify of positive test
4. Employee should consult with personal physician, if necessary

**If STP counseling rules out concern, employee may return to work once they feel able. No other action is needed**

**If STP confirms concern, employee will be withheld from campus via database. Testing may be arranged. "Withheld from campus" triggers email to UFHR, supervisor of record, and employee**

**If negative**

**Employee is cleared to return to work by STP. This triggers an email to UFHR, supervisor of record, and employee**

**When employee is cleared to return, that clearance will trigger email to UFHR, supervisor of record, and employee**

**At day 10, STP will contact employee to determine if employee is deemed to still be infectious. If so, employee will be asked to continue to isolate (if symptoms persist) or otherwise will be cleared to return to work**

**Variables of timing include when the person first exhibited symptoms or came into close contact with someone who tested positive**

**While clearance via STP is preferred, if employee tests positive and stays home (isolates) for 10 days and has no fever for 1 day (without medication) and has improvement in overall symptoms, employee may return to work per normal sick leave procedures. The employee should contact STP directly to ensure status is changed in database**

**UFHR tracks employee's 10- to 14-day window as additional oversight**

**Call STP to find out about next steps, if any. Call 352.273.9790. Employee either enters the process above or may continue as normal, based on guidance from STP**

**Continue as normal**

**Employee must notify supervisor in keeping with department's sick leave use guidance and the appropriate HRL. UF requires that employees notify supervisor, HRL, or UFHR if they test positive**

**The department should arrange for the employee's workplace to be cleaned, but no extraordinary measures are required. See here for UF Health cleaning guidance**

**The HRL should contact UFHR. UFHR will provide communication appropriate to share with the organization**