



## **Employee Guide for COVID-19 Positive Tests or Symptoms**

**This guide is for all employees (faculty, staff and student) who experience symptoms of or test positive for COVID-19.**

- **NOTE:** Employees who are not feeling well or are sick should stay home regardless of whether or not they believe their symptoms are related to COVID-19. If you think you may have COVID-19 based upon related symptoms, please call the [WT Nursing Wellness Clinic](#) at 806-651-4100 to speak with a nurse or contact your primary care physician.

### **Section 1 – Employee**

**When an employee is experiencing symptoms of or tests positive for COVID-19, they must complete the following steps:**

#### **Step 1: Self-Isolate and Inform Your Immediate Supervisor**

- An employee who is experiencing symptoms of COVID-19 should immediately self-isolate, notify their immediate supervisor, and seek guidance from a health care provider.
  1. An employee who is at work should inform their supervisor and depart immediately and seek assistance with transportation if needed.
  2. An employee who is not at work when symptoms begin should stay at home.
- **Step 2: Self-Report to University COVID-19 and TAMUS Reporting Portal:** As soon as possible, an employee who tests positive and has been or is working on-campus must notify the University by providing information to [COVID19@wtamu.edu](mailto:COVID19@wtamu.edu) (Name, department, immediate supervisor, date you were tested, the date you were informed you tested positive, the last day you were in the office). The Assistant Vice President for Risk Management (AVPRM) will notify Human Resources and the Vice President for Philanthropy and External Relations with pertinent information while protecting the employee's HIPAA information.
- All employees, including student workers, who test positive are required to self-report their information to at the Texas A&M University System COVID-19 reporting portal ([https://redcap.link/TAMUS\\_COVID\\_PORTAL](https://redcap.link/TAMUS_COVID_PORTAL)) for purposes of contact tracing.

#### **Step 3: Maintain Communication with Immediate Supervisor:**

- Employees may work remotely during the self-isolation period, dependent upon the nature of their work, their supervisor guidance, and their ability to work due to their health. **An employee who is ill should take the appropriate leave and not work while on sick leave.**
- Employees who are not able to work remotely should contact Human Resources by emailing [hr@wtamu.edu](mailto:hr@wtamu.edu) or calling 806-651-2114 to determine leave and paid status.

#### **Step 4: Return to Work Determination:**

- An employee who tested positive for or had COVID-19 symptoms may return to work after:
  - 1) At least 10 days\* have passed since symptom onset, **and**

- 2) At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; **and**
- 3) Other symptoms have improved.
- An employee who tested positive for COVID-19 but never developed COVID-19 symptoms may end isolation under the following conditions:
  - 1) At least 10 days have passed since the date of their first positive COVID-19 test.

If COVID-19 symptoms develop, then the above symptom-based strategy should be followed.

- Before returning to work, employees should contact their immediate supervisor to discuss their return.

\*A limited number of persons with a weakened immune system (due to a health condition or medication) or that have severe illness from COVID-19 may warrant extending duration of isolation for up to 20 days after symptom onset.

## **Section 2 – Individual in Employee’s Household or Acquaintance**

**Employees who have a family member, a person in their household or an acquaintance whom they have been in contact with that tests positive for or is experiencing symptoms of COVID-19, must complete the following steps:**

### **Step 1: Self-Isolate and Inform Your Immediate Supervisor of exposure**

- An employee who has a family member, a person in their household, such as a roommate, or an acquaintance whom they have been in contact with who is experiencing symptoms of COVID-19 or tests positive should immediately self-isolate and seek guidance from a health care provider.
- An employee will notify their immediate supervisor as soon as practicable upon learning their family member, a person in their household or an acquaintance they have been in contact with who has tested positive for or is experiencing symptoms of COVID-19.
- An employee should follow [current CDC guidance](#) for people exposed to people with known or suspected COVID-19
  - 1) The CDC recommends that persons who have been in close contact with someone who has COVID-19 take the following steps:
    - Stay home for 14 days after your last contact with a person who has COVID-19,
    - Watch for COVID-19 symptoms, and
    - If possible, stay away from others, especially people who are at higher risk for getting very sick from COVID-19.
  - 2) Close contact is generally defined as being within 6 feet of someone who has COVID-19 for at least 15 minutes regardless of wearing a face covering. Close contact also includes:
    - Providing care at home to someone who is sick with COVID-19 (including a roommate or housemate).
    - Having direct physical contact with the person (touched, hugged, or kissed them).
    - Sharing eating or drinking utensils with the person.
    - The person has sneezed, coughed, or somehow gotten respiratory droplets on you.
  - 3) The CDC outlines various scenarios for ending quarantine such as when you live with someone with COVID-19 and can or cannot avoid continued close contact.
- Exposed employees may work remotely during the self-isolation period, dependent upon the nature of their work and supervisor’s guidance.

Exposed employees who are not able to work remotely should contact Human Resources by emailing [hr@wtamu.edu](mailto:hr@wtamu.edu) or calling 806-651-2114 to determine their leave and paid status.

### **Step 2: Notify University and TAMUS if exposure turns into COVID-19 symptoms or employee tests positive**

- As soon as possible, an employee who tests positive has been or is working on-campus must:
  - 1) notify the University COVID-19 delegate by providing information to [COVID19@wtamu.edu](mailto:COVID19@wtamu.edu) (Name, department, immediate supervisor, date you were last with the person, the date the person exhibited symptoms or received positive test results, the last day you were in the office). The AVPRM will notify Human Resources and the Vice President for Philanthropy and External Relations with pertinent information while protecting the employee's HIPAA information.
  - 2) All employees, including student workers, testing positive are required to self-report their information to assist in contact tracing at the Texas A&M University System COVID-19 reporting portal ([https://redcap.link/TAMUS\\_COVID\\_PORTAL](https://redcap.link/TAMUS_COVID_PORTAL))

### **Step 3: Maintain Communication with Immediate Supervisor:**

- Employees may work remotely during the self-isolation period, dependent upon the nature of their work and supervisor's guidance, and their ability to work due to their health. **An employee who is ill should take the appropriate leave and not work while on sick leave.**
- Employees who are not able to work remotely should contact Human Resources by emailing [hr@wtamu.edu](mailto:hr@wtamu.edu) or calling 806-651-2114 to determine their leave and paid status.

### **Step 4: Return to Work Determination:**

- Employees must self-quarantine for 14 days\* from the date their family member, person in their household, or an acquaintance whom they have been in contact with tests positive for or experiences symptoms of COVID-19.
- Employees may return to work following the 14 day\* isolation period if they have not developed symptoms or tested positive for COVID-19.
- Employees testing positive should follow Section 1 Step 4 above.
- Employees should contact their immediate supervisor and discuss their return to work prior to returning.

\*A limited number of persons with a weakened immune system (due to a health condition or medication) or that have severe illness from COVID-19 may warrant extending duration of isolation for up to 20 days after symptom onset.

### **COVID-19 West Texas A&M University Resources:**

- Assistant Vice President for Risk Management, Zack Workman [covid19@wtamu.edu](mailto:covid19@wtamu.edu) - 806-651-2961
- Student Medical Services 806-651-3287
- [WT Nursing Wellness Clinic](https://www.wtamu.edu/academics/college-nursing-health-sciences/department-nursing/nursing-wellness-clinic.html) 806-651-4100
- WTAMU Human Resources – 806-651-2114
- University COVID-19 Webpage <https://www.wtamu.edu/about/information/covid-19/index.html>

### **Centers for Disease Control and Prevention Resources:**

- [What you should know about COVID-19 to protect yourself and others](#)
- [Help Protect Yourself and Others in Public Settings](#)
- [Symptoms of Coronavirus Disease 2019](#)
- [What to Do if You Are Sick](#)

**Additional Resources**

- [MDLive Medical and Mental Health Virtual Visits](#)