



## Human Resources Covid-19 Protocol Frequently Asked Question's

*Below, you will find information to guide University Faculty and Staff regarding Chowan University Human Resources (HR) Covid-19 protocols on exposure and sickness. As the pandemic situation evolves updates will be made to these protocols.*

### **I think that I have been exposed to someone with COVID-19. What do I do?**

Do not come to work (if you are at work, leave immediately) Contact your supervisor. Your supervisor will provide your contact information to Human Resources who will then reach out to the University Nurse with this information. The University Nurse will conduct a screening by phone and provide guidance on whether self-isolation or self-quarantine (or a visit to a medical provider) is needed and help determine if others may have been exposed in the workplace. The University Nurse will provide direction on the timetable of return based on medical release.

### **I am sick and I'm worried that I may have COVID-19. What do I do about work?**

Do not come to work (if you are at work, leave immediately). You should seek treatment from a medical provider if immediate attention is needed. Contact your supervisor so they can alert Human Resources who will provide your contact information to the University Nurse who will reach out to you to ascertain your level of sickness and exposure to others. Do not report to work until you are cleared to do so by the University Nurse

### **I've been diagnosed with COVID-19. Who do I notify?**

Do not come to work (if you are at work, leave immediately). Alert your supervisor who will contact Human Resources. Human Resources will alert the University Nurse who will ascertain level of exposure and others at risk. Do not report to work until you are cleared to do so by the University Nurse.

After you have recovered, contact Human Resources and inform your manager prior to reporting to work. You will be asked to provide a letter from your doctor or a public health authority clearing you to return to work, or the University Nurse can clear you.

### **I am caring for or living with someone who has COVID-19. What do I do?**

Do not come to work (if you are at work, leave immediately). Contact your supervisor and follow the exposure protocol. Your supervisor will provide your contact information to Human Resources who will then reach out to the University Nurse with this information. The University Nurse will conduct a screening by phone and provide guidance on whether self-isolation or self-quarantine (or a visit to a medical provider) is needed and help determine if others may have been exposed in the workplace.

The University Nurse will provide direction on the timetable of return based on medical release.

**What happens if someone in my department is diagnosed with COVID-19? Will I be told?**

The identity of an employee who is diagnosed with COVID-19 will not be disclosed when informing staff or others who may have been exposed to the employee. Chowan University will continue our standard practice, which is to notify those who may have been exposed in a more generic fashion without disclosing the name of the employee.

**An employee has contacted me and says that s/he has been exposed to COVID-19 (or has COVID-19). What should I do?**

Advise the employee to stay home (if they are at work, ask them to leave immediately). Provide the employee's contact information to Human Resources who will then reach out to the University Nurse with this information. The University Nurse will conduct a screening by phone with the employee and provide guidance on whether self-isolation or self-quarantine (or a visit to a medical provider) is needed and help determine if others may have been exposed in the workplace.

The University Nurse will provide the employee direction on the timetable of return based on medical release.

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