



CHOWAN UNIVERSITY

PROTOCOL FOR REPORTING COVID-19 EXPOSURE CHOWAN UNIVERSITY

Steps followed when reported exposure to Covid-19 occurs:

1. Employee reports Covid-19 exposure to supervisor
2. Employee is sent home immediately
3. Human Resources alerted to situation by supervisor and responds as follows:
 - a. University Nurse, Joy Taylor, informed and contacts affected employee, ascertaining level of exposure, others at risk and administers the CDC protocol to determine appropriate medical direction, possible testing, self-quarantine. Nurse Taylor directs employee to contact their Primary Care Physician (PCP) for additional medical analysis and possible testing
 - b. Nurse Taylor reports related information to Human Resources for follow up with the direct supervisor
 - c. Human Resources manages process, informs direct supervisor of timetable of return based on medical release (possible 7 to 14 days quarantine)
 - d. Human Resources collaborates with University Nurse, employee and supervisor on formal medical release and subsequent return to duty
4. Human Resources completes documented confidential log on medical event, specifying date/time frame, event details, resolution.