



COVID-19 PANDEMIC
PROTOCOL FOR REPORTING SICKNESS
CHOWAN UNIVERSITY

In order to reduce risk of exposure to Covid-19 in the Chowan University workplace; Faculty, Staff, and Student Workers should NOT report to work if they have any symptoms of any type of illness.

Notification of Sickness

1. Employee reports Sickness to supervisor *
*If employee is at work when symptoms for illness are onset the employee is sent home immediately by the supervisor.
2. Supervisor should ask the employee for the best way to contact them and records this information.
3. Supervisor will contact Human Resources and with notification of the illness and the best contact information for the employee.
4. Human Resources responds as follows:
 - a. University Nurse, Joy Taylor, informed and contacts affected employee, ascertaining level of sickness or exposure, others at risk of contact, 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
 - 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
5. Human Resources completes documented confidential log on medical event, specifying date/time frame, event details, resolution.

