

Employee Protocol for Confirmed COVID-19 Case

Employees who have tested positive for COVID-19 must immediately notify the Director of Human Resources – Debbie Campbell

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WSSC may also receive notification directly from District Health Department #10.

POSITIVE TEST RESULT – Employees are directed to stay at home in isolation and to seek medical attention if necessary. Employee should not return to work for at least 10 days after symptoms first started **AND** 24 hours after fever has resolved without the use of fever reducing medications (i.e. Tylenol®, Motrin®, etc.) **AND** symptoms have improved whichever is longer.*

Employees are advised to contact their supervisor and follow normal work absence procedures.

CAMPUS RESPONSE NOTIFICATIONS/RESPONSIBILITIES

- The Director of Human Resources is responsible for notifying Executive Leadership and cooperating with District Health Department #10 as needed to complete contact tracing.
- The Director of Human Resources, in consultation with Executive and Academic Leadership and District Health Department #10, is responsible for determining the impacted campus community based on case specific information and sending any required Clery notification. Typically, individuals who are determined to have had a close contact level of exposure will be notified directly by District Health Department #10.
- The Director of Human Resources will communicate with the Director of Facilities to initiate cleaning and disinfecting protocols.
 - Impacted area(s) may be closed until cleaning and disinfecting is complete.
 - CDC Cleaning & Disinfecting protocol will be followed.
- Supervisor
 - Supervisor must protect the confidentiality of the employee. Legally, the employee cannot be identified by name without consent. DO NOT disclose to other staff or third persons the name or other personal or health information of the employee who tested positive for COVID-19.
 - Supervisor will handle timesheet per normal process.
 - Director of Human Resources will communicate with the supervisor on anticipated return to work date.

*In accordance with CDC and District Health Department #10 guidance.

All cases will be handled on an individual basis with a goal of consistency. District Health Department #10 will be consulted and provide guidance in any situations that do not fall within normal recommendations.