



UNC Greensboro

SHIELD OUR SPARTANS

EMPLOYEES AND COVID-19

Employee reports they have

- Tested positive for COVID-19
- Symptoms consistent with COVID-19
- Been exposed to someone who has tested positive

EMPLOYEE

- Complete [Self Reporting Form](#) and notify supervisor
- Work with supervisor to determine work plan and, if needed, discuss leave options with HR/Faculty Personnel Services (you may continue to telework, if applicable)
- (If you have been ill and are ready to return to the workplace) Provide documentation from a health care official or provider that you meet the criteria to return to the workplace (see attached). If staff, send to your HR Business Partner. If faculty, send to Faculty Personnel Services.

SUPERVISOR

- Ask the employee to complete the [Self-Reporting Form](#)
- Complete the [Supervisor Reporting Form](#) (case will be linked in the Case Management System)
- Tell the employee to
 - Contact their health care provider
 - Anticipate a phone call from a member of the UNCG Case Management Team
 - Stay home until they receive further guidance
- Create a work plan with the employee, and, if needed, reassign duties temporarily
- Consider teleworking if applicable and employee is feeling well enough to work remotely
- Remind others who work with the employee that they will be contacted directly by a member of the Case Management Team if they may have been exposed and are at risk
- Support the employee's re-entry to the workplace once you receive notice (via email) that they have completed their quarantine or isolation period.

CASE MANAGEMENT TEAM

- Contact the employee to clarify situation (e.g., dates of exposure/symptom onset) and, if needed, give employee initial dates for quarantine/isolation period based on UNCG/CDC protocol
- Identify and complete any necessary cleaning
- Conduct case interview to learn about potential exposure to individuals on campus
- Contact members of UNCG community who may have been exposed (close contact) and advise per protocol
- Monitor and close case in Case Management System when employee is cleared to return to the workplace

HR/FACULTY PERSONNEL SERVICES

- Assist the employee with navigating leave options
- Facilitate conversation with supervisor, if needed, and assist supervisor with identifying coverage for critical responsibilities that the employee will not be able to maintain while in quarantine/isolation
- (If the employee has been ill and is ready to return to the workplace) When provided by the employee, review documentation clearing employee to return to work, note in the Case Management System that it has been received, and provide to the Benefits Office for filing.