



# EMPLOYEE COVID-RELATED PROTOCOL

## Instructions for Employees and Supervisors

All employees and supervisors should familiarize themselves with the information contained in this document. The Employee COVID-Related Protocol is meant to guide employees and supervisors through COVID-19 related situations including:

1. Symptoms
2. Potential Exposure
3. Confirmed Exposure
4. Positive COVID-19 Test
5. Travel
6. Return to On-Campus Work

All supervisors **are required to** immediately contact Human Resources ([Carol.Hess@bemidjistate.edu](mailto:Carol.Hess@bemidjistate.edu) 218-755-2445) if contacted by an employee for COVID-related items.

If employees choose to contact Human Resources directly ([Carol.Hess@bemidjistate.edu](mailto:Carol.Hess@bemidjistate.edu) 218-755-2445) – HR will let the employee know if the supervisor will be notified and what information will be shared. Confidential medical information will not be disclosed.

In the event that you have an immediate concern and cannot get ahold of Carol Hess, please contact Campus Human Resources Officer ([Megan.Zothman@bemidjistate.edu](mailto:Megan.Zothman@bemidjistate.edu) 218-755-2502).

# **What Should I Do If ...**

## **1. ...I Have Symptoms**

**I have one or more symptoms listed on the health self-assessment tool. I have not yet been tested. What should I do?**

### **If you work remotely:**

- Do not come to campus
- Notify your supervisor and/or HR ([Carol.Hess@bemidjistate.edu](mailto:Carol.Hess@bemidjistate.edu) 218-755-2445)
- Contact your health care provider
- Employees should communicate with supervisors their need to continue remote work without any campus visits and/or the need for appropriate leave options until return to work conditions are met. See Section 6 for instructions on when to return to work.

### **If you work on campus:**

- Do not come to campus
  - If symptoms onset occurs while on campus, leave campus immediately
- Notify your supervisor and/or HR ([Carol.Hess@bemidjistate.edu](mailto:Carol.Hess@bemidjistate.edu) 218-755-2445)
- Contact your health care provider
- Supervisor, employee and HR will determine ability to work remotely and/or appropriate leave options until return to work conditions are met. See section 6 for instructions on when to return to work

**For all employees - if you have any symptom(s) at any time – do not come to campus.**

### **Additional Details about Symptoms:**

All employees, students and campus visitors are required to answer the following screening questions to check for symptoms prior to campus entry.

Are you experiencing any of the following symptoms?

- Fever (100.4 degrees Fahrenheit or higher), or a sense of having a fever or feeling feverish (chills, sweating)
- Cough
- Shortness of breath
- Sore Throat
- Muscle aches
- Headache
- Loss of smell or taste
- Vomiting or diarrhea

## **2....I Have Potential Exposure – With or Without Symptoms**

In the past 14 days, I was in close contact (within 6 feet/15 minutes) with a person who has recently been tested for COVID-19. No test results are available yet. What should I do?

### **If you work remotely:**

- Do not come to campus
- Notify your supervisor and/or HR of potential exposure ([Carol.Hess@bemidjistate.edu](mailto:Carol.Hess@bemidjistate.edu) 218-755-2445)
- Contact your health care provider
- Employees should communicate with supervisors their need to continue remote work without any campus visits until results are available.
  - If other person tests negative AND employee is symptom free, employee can return to campus as normal unless instructed otherwise by health care provider.
  - If other person tests positive, see section 3 for instructions on confirmed exposure

### **If you work on campus:**

- Do not come to campus
- Notify your supervisor and/or HR of potential exposure ([Carol.Hess@bemidjistate.edu](mailto:Carol.Hess@bemidjistate.edu) 218-755-2445)
- Contact your health care provider
- Supervisor, employee and HR will determine ability to work remotely and/or appropriate leave options while awaiting test results.
  - If other person tests negative AND employee is symptom free, employee can return to campus as normal unless instructed otherwise by health care provider.
  - If other person tests positive, see section 3 for instructions on confirmed exposure

**For all employees - if you have any symptom(s) at any time – do not come to campus. See Section 1 for additional instructions.**

### **Additional Details about Exposure:**

Employees may have been exposed if they are a “close contact” of someone who is infected, which is defined as being within approximately 6 feet (2 meters) of a person with COVID-19 for a prolonged period of time (15 minutes) starting from 48 hours before the person began feeling sick until the time the patient was isolated. This would include contact with or without a mask/face covering.

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

### **3. ...I Have Confirmed Exposure – With or Without Symptoms**

I was in close contact (within 6 feet/15 minutes) with a person who has recently received a lab-confirmed positive COVID-19 test. What should I do?

#### **If you work remotely:**

- Do not come to campus.
- Notify your supervisor and/or HR of confirmed exposure to individual with lab-confirmed positive COVID-19. ([Carol.Hess@bemidjistate.edu](mailto:Carol.Hess@bemidjistate.edu) 218-755-2445)
- Contact your health care provider.
- Employees should communicate with supervisors their need to continue remote work without any campus visits until return to work conditions are met. See Section 6 for instructions on when to return to work.

#### **If you work on campus:**

- Do not come to campus.
- Notify your supervisor and/or HR of confirmed exposure to individual with lab-confirmed positive COVID-19. ([Carol.Hess@bemidjistate.edu](mailto:Carol.Hess@bemidjistate.edu) 218-755-2445)
- Contact your health care provider.
- Supervisor, employee and HR will determine ability to work remotely and/or appropriate leave options until return to work conditions are met. See Section 6 for instructions on when to return to work.

**For all employees - if you have any symptom(s) at any time – do not come to campus. See Section 1 for additional instructions.**

#### **Additional Details about Exposure:**

Employees may have been exposed if they are a “close contact” of someone who is infected, which is defined as being within approximately 6 feet (2 meters) of a person with COVID-19 for a prolonged period of time (15 minutes) starting from 48 hours before the person began feeling sick until the time the patient was isolated. This would include contact with or without a mask/face covering.

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

## **4. ...I Have Been Tested for COVID-19 (Awaiting Results or Lab-Confirmed Positive Test)**

I have been tested for COVID-19 and am awaiting results. What should I do?

I have a lab-confirmed positive test. What should I do?

**If you work remotely:**

- Do not come to campus.
- Notify your supervisor and/or HR of lab-confirmed positive COVID-19 ([Carol.Hess@bemidjistate.edu](mailto:Carol.Hess@bemidjistate.edu) 218-755-2445)
- Contact your health care provider
- **Ability to Continue Remote Work and/or Leave Options:**
  - If you are able to continue remote work (healthy/well – able to work) – you can continue to work remotely without any campus visits until return to work conditions are met or until unable to continue remote work (ill – unable to work).
  - If you are unable to continue remote work (ill – unable to work) – you will have access to appropriate leave.
    - Contact your supervisor and HR ([Carol.Hess@bemidjistate.edu](mailto:Carol.Hess@bemidjistate.edu)) to discuss appropriate leave options
  - See Section 6 for instructions on when to return to work

**If you work on campus:**

- Do not come to campus.
- Notify your supervisor and/or HR of lab-confirmed positive COVID-19 ([Carol.Hess@bemidjistate.edu](mailto:Carol.Hess@bemidjistate.edu) 218-755-2445)
- Contact your health care provider
- **Ability to Work Remotely and/or Leave Options:**
  - If you are able to work remotely (healthy/well – able to work) – supervisor, employee and HR will determine remote work assignment and/or appropriate leave options until return to work conditions are met or until unable to continue remote work (ill – unable to work).
  - If you are unable to work remotely (ill – unable to work or work cannot be performed remotely) – you will have access to appropriate leave.
    - Contact your supervisor and HR ([Carol.Hess@bemidjistate.edu](mailto:Carol.Hess@bemidjistate.edu)) to discuss appropriate leave options.
  - See Section 6 for instructions on when to return to work.

### **Campus Protocol for Cleaning, Contact Tracing and Notification for positive COVID-19 case:**

- If you have been on campus **within the past 14 days** – campus wide communication will be provided to employees and students.
  - Your confidential medical information and other potentially identifying details will not be shared (such as campus building location).
  - Campus COVID Contact Tracing Team and Communications Team provide appropriate campus-wide communication of confirmed case on campus
  
- If you have been on campus **within the past 7 days** – additional cleaning is not required (per CDC/MDH/LPH) so long as routine cleaning and disinfecting have occurred. If routine cleaning and disinfecting have not occurred:
  - Area will be closed for at least 24 hours since last date on campus before cleaning.
  - Area will remain closed until specific cleaning requirements are met.
  
- If you have been on campus **within 2 days prior to** symptom onset or specimen collection – additional campus COVID contact tracing will be conducted (per CDC/MDH/LPH)
  - Human Resources will determine close contacts with COVID positive employee (only related to employee/student close contact on and off campus)
  - Campus COVID Contact Tracing Team will notify individuals of possible exposure/close contact and next steps
    - HR notifies employees
    - Campus COVID Contact Tracing Team notifies students
  - MDH and Local Public Health will work with COVID positive employee to determine close contacts (broader community) and notify individuals of possible exposure and next steps
  - Your confidential medical information will not be shared during campus COVID contact tracing or MDH/LPH contact tracing.
  
- All COVID-19 positive cases will be reported to MDH and LPH

**For all employees - if you have any symptom(s) at any time – do not come to campus. See Section 1 for additional instructions.**

#### **Additional Contact Tracing Information:**

Employees may have been exposed if they are a “close contact” of someone who is infected, which is defined as being within approximately 6 feet (2 meters) of a person with COVID-19 for a prolonged period of time (more than 15 minutes) starting from 48 hours before the person began feeling sick until the time the patient was isolated. This would include contact with or without a mask/face covering.

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

## **5. ...I Recently Traveled or I am Planning a Trip**

**I am planning an out of state/domestic trip (personal – not work related). Can I return to work when I am back in MN – or do I need to quarantine? What should I do?**

**I am planning international travel (personal – not work related). Can I return to work when I am back in MN – or do I need to quarantine? What should I do?**

### **If you work remotely:**

- Following current CDC and MDH Guidelines – you can come to campus as normal immediately upon your return from **out of state/domestic travel**.
- Following current CDC and MDH Guidelines – you must stay home for 14 days before returning to campus from **international travel**.
  - Employees should discuss international travel with their supervisors prior to travel and return to ensure appropriate leave requests have been made before travel occurs.
  - Employees should communicate with supervisors their need to continue remote work without any campus visits until return to work conditions are met and it has been 14 days since return from international travel. See section 6 for instructions on when to return to work.

### **If you work on campus:**

- Following current CDC and MDH Guidelines – you can come to campus as normal immediately upon your return from **out of state/domestic travel**.
- Following current CDC and MDH Guidelines – you must stay home for 14 days before returning to campus from **international travel**.
  - Employees should discuss international travel with their supervisors prior to travel and return to ensure appropriate leave requests have been made before travel occurs.
  - Employees should communicate with supervisors their need to work remotely without any campus visits or request additional leave until return to work conditions are met and it has been 14 days since return from international travel. See section 6 for instructions on when to return to work.

**For all employees - if you have any symptom(s) at any time – do not come to campus. See Section 1 for additional instructions.**

## **6. When to Return to On Campus Work**

Sick employees should follow [steps to prevent the spread of COVID-19 if you are sick](#). Employees should not return to work until they meet the criteria to [discontinue home isolation](#) and have consulted with a healthcare provider and state or local health department and have contacted HR with return to work criteria details ([Carol.Hess@bemidjistate.edu](mailto:Carol.Hess@bemidjistate.edu) 218-755-2445).

BSU and NTC will not require sick employees to provide a negative COVID-19 test result or healthcare provider's note to return to work. Employees with COVID-19 who have stayed home can stop home isolation and return to work when they have met one of the following sets of criteria:

- **Option 1:** If, in consultation with a healthcare provider and local public health authorities knowledgeable about locally available testing resources, it is determined **an employee will not have a test** to determine if they are still contagious, the employee can leave home and return to work after these three conditions have been met:
  - At least 10 days have passed since symptoms first appeared AND
  - At least 24 hours with no fever without the fever-reducing medication AND
  - Symptoms have improved.
  - NOTE: Persons with COVID-19 who never develop symptoms may discontinue isolation and return to work after 10 days have passed since positive COVID-19 lab confirmed test.
- **Option 2:** If, in consultation with a healthcare provider and local public health authorities knowledgeable about locally available testing resources, it is determined **the employee will be tested** to determine if the employee is still contagious, the employee can leave home after these three conditions have been met:
  - The employee no longer has a fever (without the use of medicine that reduces fevers)  
AND
  - respiratory and other symptoms have improved (for example, cough or shortness of breath have improved)  
AND
  - they received two negative tests in a row, at least 24 hours apart. Their doctor should follow [CDC guidelines](#).
- **Option 3:** If employee was exposed to a lab-confirmed positive COVID-19 case, the employee can return to campus work if:
  - The employee has stayed home and self-quarantined for 14 days, starting from the last day of possible exposure to COVID-19, without symptoms.
  - If employee has symptoms during 14 days – return to work after meeting Option 1 or Option 2 above.

**For all employees - if you have any symptom(s) at any time – do not come to campus.  
See Section 1 for additional instructions.**