Quick Reference Guide for Managers of COVID-19 Exposed or Symptomatic Employees

*COVID-19 Symptoms: Fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea.

**Close Contact:** Within 6 feet of a COVID-19 infected person for 15 minutes or more over a 24 hour period. If you are identified as a close contact of someone diagnosed with COVID-19, you will be contacted by a public health worker from your local health department, usually within 24-48 hours of the determination of a positive case.

Visit HR’s COVID-19 FAQs for more information at hr.uconn.edu/covid-19-hr-faqs

At any point in this process, employees may call the UCH COVID Call Center for guidance at 860-679-3199

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**Decision Tree**

Does the employee have one or more new or worsening symptoms* associated with COVID-19?

- **NO**
  - Has the employee been identified as a close contact** of a person who has COVID-19?
    - **NO**
      - Is the employee fully vaccinated OR have they recovered from COVID-19 within the last 90 days with evidence of lab-confirmed diagnosis?
        - **YES**
          - Employee may remain at work.
        - **NO**
          - Employee should quarantine for 14 days since their last exposure to the person who has COVID-19 and should call their local health department for further guidance. Contact HR at hr@uconn.edu to notify and receive leave guidance.
    - **YES**
      - Has the employee tested positive for COVID-19?
        - **YES**
          - Employee should stay home and self-isolate (usually for at least 10 days from symptom onset) and follow guidance from their healthcare provider. The UCH COVID call center is also available at (860) 679-3199. Contact HR at hr@uconn.edu to notify and receive leave guidance. More instructions [here](#).
        - **NO** or Results pending
          - Employee should contact their healthcare provider or the UCH COVID call center at (860) 679-3199 for guidance before reporting to work.

**Employee Guide**

- Employee should quarantine for 14 days since their last exposure to the person who has COVID-19 and should call their local health department for further guidance. Contact HR at hr@uconn.edu to notify and receive leave guidance.
- Employee may remain at work. Quarantine is not required for non-healthcare workers, however, for 14 days since their last exposure, the employee must mask at all times, maintain distance, and isolate when eating. If symptoms develop, reinitiate the Decision Tree.
- Employee may remain at work. They may call the UCH COVID call center with questions at (860) 679-3199.