Supervisor Guidance on COVID-19

As Bucs return to campus, we all have a responsibility to protect ourselves and each other. Supervisors should work with employees to ensure employees understand the importance of monitoring themselves for COVID-19 symptoms, and to develop a clear process for notification if someone is sick.

1. What type of medical information should a supervisor collect about individuals in their department?
Supervisors should generally avoid collecting or documenting medical information related to COVID-19 on file in the department. Employees need to understand what the symptoms of COVID-19 are, and should stay home if they are sick.

Everyone should closely monitor themselves and assess their personal health each day before coming to work.
- Do talk to employees about what the symptoms of COVID-19 are
- Do talk to employees about staying home if they are sick
- Do talk to employees about notifying their supervisor and Environmental Health & Safety if they are sick or suspect they may be sick so that precautions can be taken and appropriate cleaning can be completed
- Don’t collect medical information for your department file
- Don’t share information about who is sick with others

2. What type of process should my department have in place to screen employees for COVID-19?
Supervisors should generally avoid collecting or documenting medical information about their employees in the department file. Supervisors should provide employees with information about COVID-19, when to stay home, and required notifications.
- See Appendix A for a 1-page document you can tailor to your department and provide to your employees.

3. How do I know when it is safe for an employee to return to work?
- Click here to view the most up-to-date ETSU Return to Work or Class Protocol.

4. Can I tell other people in my office that an employee has tested positive for COVID-19?
No. Medical information employees share with their supervisors should be treated as confidential. The name of the employee and other specific information related to their health should not be shared with coworkers. Supervisors should ensure Environmental Health & Safety is notified of confirmed or suspected COVID-19 related sickness 423-439-6028 (EH&S); or 423-439-7900 (Facilities Management). Identifiable information can be provided to Environmental Health & Safety as needed to carry out necessary decontamination and contact tracing.

5. Can I require an employee to self-report their COVID-19 diagnosis to me?
Yes. If an employee has tested positive for COVID-19 it is reasonable to protect the health and safety of others to ask the employee to notify their supervisor. Everyone on campus is expected to monitor themselves for COVID-19 symptoms and notify the appropriate parties if sick.
6. Can I require an employee to go home from work if they tell me they have tested positive for COVID-19 or that they have been in close contact with someone with COVID-19?
   Yes. It is reasonable to protect the health and safety of others to send an employee home if the employee shares they tested positive for COVID-19 or have been exposed to someone with COVID-19. The ETSU Return to Work or Class Protocol in Appendix B should be followed for determining when it is appropriate for the employee to return to work.

7. What counts as “close contact?”
   Close contact means you live in the same household as a person with COVID-19; are caring for a person with COVID-19; you’ve been coughed on, kissed, shared utensils or otherwise come in contact with secretions of a person with COVID-19; or you have otherwise been within 6 feet of a person with COVID-19 for about 10 minutes or longer.

8. If an employee cannot come to work because they are experiencing COVID-19 symptoms, tested positive for COVID-19, are waiting on test results, or have otherwise been exposed to COVID-19 do they have to take sick or annual leave?
   Employees may request to use sick leave or annual leave for initial absence, or may be eligible for Emergency Paid Sick Leave while awaiting a diagnosis. Contact Human Resources for more information.
APPENDIX A

Department X COVID-19 Health Screening Protocol

As Bucs return to campus, we all have a responsibility to protect ourselves and each other. Employees are expected to monitor their own health each day, stay home when sick, and notify their supervisors and Environmental Health & Safety as described below.

If you have COVID-19 symptoms such as fever, chills, cough, shortness of breath, loss of taste or smell, fatigue, muscle aches, headaches, congestion, runny nose, sore throat, nausea, vomiting, or diarrhea:

▪ Stay home. Contact your healthcare provider for instruction. If you do not have a healthcare provider contact the University Health Center.
▪ Notify your Supervisor.
▪ Notify Environmental Health & Safety.

If you have been tested for COVID-19 and are waiting for your results:

▪ Stay home until your test results are received.
▪ Notify your Supervisor.
▪ Notify Environmental Health & Safety.

If you test positive for COVID-19:

▪ Stay home. Contact your healthcare provider for instruction. If you do not have a healthcare provider contact the University Health Center.
▪ Notify your Supervisor.
▪ Notify Environmental Health & Safety.

If you have been in close contact* with someone who tested positive for COVID-19:

▪ Stay home. Contact your healthcare provider for instruction. If you do not have a healthcare provider contact the University Health Center.
▪ Notify your Supervisor.
▪ Notify Environmental Health & Safety.

*Close contact means you live in the same household as a person with COVID-19; are caring for a person with COVID-19; you’ve been coughed on, kissed, shared utensils or otherwise come in contact with secretions of a person with COVID-19; or you have otherwise been within 6 feet of a person with COVID-19 for about 10 minutes or longer.

If you are experiencing a medical emergency call 911

<table>
<thead>
<tr>
<th>ETSU University Health Center</th>
<th>Testing or Medical Care</th>
<th>423-439-4225</th>
</tr>
</thead>
<tbody>
<tr>
<td>Environmental Health &amp; Safety</td>
<td>Decontamination/Cleaning</td>
<td>423-439- 6028 (EH&amp;S); or 423-439-7900 (Facilities Management)</td>
</tr>
<tr>
<td>Washington County Health Department</td>
<td>Testing or Medical Care</td>
<td>423-975-2200</td>
</tr>
<tr>
<td>Counseling Center</td>
<td>Counseling Services</td>
<td>423-439-3333; <a href="mailto:counselingcenter@etsu.edu">counselingcenter@etsu.edu</a></td>
</tr>
<tr>
<td>Disability Services</td>
<td>Disability Accommodations</td>
<td>423-439-8492; <a href="mailto:littleme@etsu.edu">littleme@etsu.edu</a></td>
</tr>
</tbody>
</table>

TN DOH Guidance on Exposure | CDC Guidance on Symptoms | CDC Guidance on What To Do If You Are Sick