

## **Employee Checklist – COVID-19 (December 2020)**

*Please Note: Human Resources will keep confidential information about an employee's COVID-19 exposure or illness within the requirements of applicable laws.*

### **Symptoms while on Campus:**

If you are on campus and begin to have COVID-19 symptoms such as: cough; shortness of breath or difficulty breathing; fever or chills; muscle or body aches; fatigue; sore throat; headache; new loss of taste or smell; congestion or runny nose; nausea or vomiting; or diarrhea:

- Put on your face mask/covering, leave the campus immediately, and seek medical attention.
- Contact your supervisor, manager, and Human Resources (HR) so that they can obtain necessary information from you including current contact information; the identity of others you have been in close contact with at work (colleagues, students, vendors, campus visitors, etc.); and areas of the campus and work areas where you have been recently.

### **Symptoms or Positive Test – While Away from Campus:**

If you receive notice of a positive COVID-19 test or begin experiencing symptoms of COVID-19 such as: cough; shortness of breath or difficulty breathing; fever or chills; muscle or body aches; fatigue; sore throat; headache; new loss of taste or smell; congestion or runny nose; nausea or vomiting; or diarrhea:

- Do not to come to campus.
- Contact your supervisor, manager, Vice President or Dean to let them know you will not be at work and so that they can obtain necessary information from you including current contact information; the identity of others you have been in close contact with at work (colleagues, students, vendors, campus visitors, etc.); and areas of the campus where you have been.
- Contact HR at (901) 843-3750 or [hr@rhodes.edu](mailto:hr@rhodes.edu).
- Seek medical attention, if you have not done so already.

### **Post Medical Treatment:**

- Call HR to provide information such as test date and instructions from your Health Care Provider regarding quarantine and/ or return to campus information.
- If you have tested positive for COVID-19, HR will ask if you give permission for them to share your identity with others with whom you may have come into close contact such as co-workers, students, staff, or visitors. If you do not give permission for your identity to be shared with others, HR will adhere to any legal obligations of confidentiality regarding COVID-19 exposure and illness/potential illness. Please understand that a positive test result does require the institution to notify people with whom you were in close contact so that they can get tested, if necessary.
- HR will advise when you may return to campus. Please review the Return to Work Criteria flow charts for additional information.

- HR will also provide you with information related to your Employee Assistance Program information and will also be able to answer any questions you may have.
- Contact HR at (901) 843-3750 or Martha McGeachy, Benefits Services Manager, at (901) 843-3748 or [mcgeachym@rhodes.edu](mailto:mcgeachym@rhodes.edu).