

Supervisor Guidance for COVID-19 Positive Cases or Exposures

The following guidelines are designed to help supervisors quickly respond to the most common concerns about COVID-19 that employees (including student employees) may report to them.

If an employee reports that they have symptoms that may be COVID-19 related, but they do not have any knowledge of being exposed or around someone with COVID-19:

- The employee should not come to work. All employees are asked to stay home if they are sick.
- The employee should consult with their healthcare provider regarding COVID-19 testing or other medical needs.

If an employee reports that they have been in “close contact” with an individual who has tested positive for COVID-19, the CDC has the following [recommendations](#) depending on the vaccination status (CDC defines “close contact” as being within six (6) feet of an infected person for a cumulative total of 15 minutes or more over a 24 hour period):

- **If the employee is fully vaccinated against COVID-19 AND not experiencing symptoms:**
 - Quarantine is not required
 - Get tested 3-5 days after the last contact
 - Wear a mask indoors in public for 14 days or until negative test result
- **If the employee is not vaccinated or if they are experiencing symptoms:**
 - Begin quarantine for 14 days or for the timeframe provided by a county contact tracer
 - Consult with their healthcare provider or the county contact tracing team regarding options for testing and other needs

If an employee reports that they have received a diagnosis of, or tested positive for, COVID-19, then the supervisor must follow these important steps:

- If the employee is currently working on campus, please **send them home immediately**.
- **Instruct your employee to complete the Positive COVID-19 Self-Report Form.** This form can be found at: <https://nau.edu/jacks-are-back/>
 - This form will be routed to the County Investigation team for contact tracing.
 - The employee will also be provided guidance on isolation and when to seek medical care.
- **Encourage the employee to seek medical attention and/or testing as advised by Campus Health Services or their healthcare provider.**
 - Please encourage them to respond to phone calls from Coconino County Health and Human Services case investigators.

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- **In order to protect employee privacy, do NOT notify other employees in the department unless directed to do so by Campus Health Services (CHS) or Coconino County Health and Human Services (CCHHS).**
 - If the employee who tested positive has already told co-workers who then become concerned, please let those co-workers know that guidance about quarantine or testing will come from the contact tracing team. If a coworker is notified that they are a close contact/exposed, then they will fall into the category of “employee who has been exposed/ been in close contact” as listed above.
 - If co-workers want to get tested right away before they may have heard from a contact tracer, they are welcome to do so.
 - [NAU Testing webpage](#)

For additional guidance or consultation on issues that are not addressed in this document:

Supervisors may send an email request for additional information to: covidreport@nau.edu. This email is checked once daily and someone from Campus Health Services or the Case Investigation team will respond to your inquiry once it is received.

Other helpful resources include:

- Facility Services (928-523-4227): For information and arrangements for specific cleaning in the affected work area, if necessary. [COVID-19 Cleaning Guidance](#)
- Human Resources (928-523-2223; NAUHRContact@nau.edu): For questions about [reporting time off of work](#), [using sick leave or other accruals](#), [exploring leave options](#), etc.
 - Supervisors can work with employees to temporarily work remotely if employee feels they can and want to work and there is work that can be done remotely
- [Centers for Disease Control \(CDC\) COVID-19 – Your Health](#)
 - CDC - [Quarantine/Isolation](#)
 - CDC - [Testing](#)
 - CDC - [What to Do if You are Sick](#)
- [Coconino County Health and Human Services \(CCHHS\)](#)
- NAU [Jacks are Back](#) page