

**COVID PROTOCOL FOR UNIVERSITY EMPLOYEES (FACULTY AND STAFF) WHO THINK THEY WERE EXPOSED**

PERSONAL RESPONSIBILITY IS CRITICAL IN PROTECTING ONE'S OWN HEALTH AS WELL AS THOSE ON AUGUSTA UNIVERSITY'S CAMPUSES.

EMPLOYEE THINKS THEY WERE EXPOSED TO A CONFIRMED POSITIVE COVID-19 INDIVIDUAL

Through personal knowledge, roommates/household member patient, or as a result of contact tracing.

EXPOSURE DEFINITION:

Less than 6 feet distance from a confirmed COVID-19 case for > 15 minutes

CALL AU COVID HOTLINE: 706-721-1852

- Report your symptoms and how you were exposed.
- Arrange for COVID testing based on Hotline review.
- Send an email to reportcovid@augusta.edu if you have questions about leave. Call University HR at 706-446-4457, if necessary.

ARE YOU SYMPTOMATIC?**YES****NO**

1. Go Home.
2. Notify Supervisor.
3. Call AU Hotline to get tested ASAP.
4. Self-quarantine until test results are back.
5. Monitor symptoms, including temperature checks twice a day.

1. Go home and start self-quarantine.
2. Notify Supervisor
3. Monitor symptoms, including temperature checks twice a day.
4. Call AU hotline (706-721-1852) to schedule test date for 5 days after exposure.

POSITIVE TEST**NEGATIVE TEST****SELF-ISOLATE**

1. Send an email to reportcovid@augusta.edu (required). If you have leave questions, call or email University HR 706-446-4457 to review leave options: sick leave, FMLA, other. If you seek to work remotely, contact your supervisor re: telework.
2. Stay home for at least 10 days since symptoms first appeared, with at least the last 24 hours of the 10 days being fever free (without taking fever reducing medication).
3. Email HR at reportcovid@augusta.edu when able to return to work.
4. All hospital and clinical staff must call Employee Health at 706-721-3418 for a return to work clearance.

Send email to HR at reportcovid@augusta.edu to report negative test. Follow normal sick leave policy and return to work process.

AU COVID-19 Hotline: 706-721-1852**RETURN TO WORK**