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 within a 24 hour period of time.

SCHEDULE TESTING 5 DAYS AFTER EXPOSURE BY CALLING AU COVID HOTLINE: 706-721-1852
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

1. Go Home.
2. Notify Supervisor.
3. Call AU Hotline to get tested ASAP.
4. Email HR at reportcovid@augusta.edu to report exposure.
5. Self-quarantine until test results are back.
6. Monitor symptoms, including temperature checks twice a day.

NO

1. Go home and start self-quarantine.
2. Notify Supervisor.
3. Email HR at reportcovid@augusta.edu to report exposure. 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.
4. Monitor symptoms, including temperature checks twice a day.
5. Schedule testing 5+ days after exposure by calling AU COVID Hotline 706-721-1852.

POSITIVE 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, or date tested, and until 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.
5. If you need to see a health care provider, schedule a virtual care visit at augustahealth.org/virtualcare.

NEGATIVE TEST

Send email to HR at reportcovid@augusta.edu to report negative test. Follow normal sick leave policy. Return to work on Day 7 after exposure if still without symptoms without fever-reducing medications.

RETURN TO WORK

Augusta University protocols created based on guidance from University System of Georgia, Department of Public Health and the Centers for Disease Control and Prevention. See augusta.edu/reopening for the latest protocol and information.