



**AUGUSTA**  
UNIVERSITY

## COVID PROTOCOL FOR MANAGERS WITH EMPLOYEE WITH SYMPTOMS OF COVID-19

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

### EMPLOYEE IN OFFICE EXPERIENCING ONE OR MORE SYMPTOMS OR REPORTING EXPOSURE TO COVID-19.

Fever, chills, cough, shortness of breath, sore throat, runny nose, headache, new loss of taste or smell, muscle pain, fatigue, nausea.

**SEND EMPLOYEE  
HOME AND REQUEST  
EMPLOYEE CALL  
AU COVID-19  
HOTLINE  
(706) 721-1852  
FOR SCREENING**



### SEND EMAIL REPORT TO REPORTCOVID@AUGUSTA.EDU

Include employee name, department, location and whether they were symptomatic and/or exposed. (Ex. John Doe, Legal Affairs, Kelly Building, Symptomatic).

**MANAGER CONTACTS HR TO REVIEW WORK OPTIONS FOR EMPLOYEE WITH A PROLONGED ABSENCE.**

**RETURN TO WORK**

**University HR 706-446-4457 | AU COVID-19 Hotline: 706-721-1852**