

Action Plan for Faculty and Staff when COVID-19 Symptoms Are Identified

If you are experiencing potential COVID-19 symptoms, suspect you have COVID-19, or have had close contact with someone diagnosed with COVID-19, follow these three simple steps. The scope of this process identifies the organizations involved and actions taken to **respond**, **coordinate** and **communicate** accordingly.

1 Assess & Connect

After taking the Daily Self-Assessment Survey, if you answered yes to any of the symptom-related questions, please contact your primary healthcare provider.

They will provide you guidance in treating symptoms and keeping others around you safe.

If you were planning to be on campus, but exhibit COVID-19 symptoms, you must stay home.

If you need assistance finding a primary healthcare provider, call the number for your insurance carrier on your insurance card for assistance.

If you are experiencing a medical emergency, contact 911.

<https://www.cmu.edu/coronavirus/health-and-wellness/index.html>

2 Report

If you are probable or confirmed positive for COVID-19, you must report this information to **CHWB** at: CHWB@andrew.cmu.edu.

CHWB will inform **OHR** of the report in order for you to be provided guidance regarding leave and other benefits.

Information regarding your circumstances will only be shared as necessary for the university to safeguard the community and to comply with any applicable laws or government orders.

The County Health Department along with **UHS** will conduct contact tracing.

This consists of an interview where you will be required to provide as much information as possible about close contacts (within 6 ft. for more than 15 minutes) in the days preceding your diagnosis.

Those contacts will be notified. Your identity will be protected during this process.

3 Support

You will not be able to return to on-site work until having received clearance by a healthcare provider and provide documentation to **OHR** at leavemgmt@andrew.cmu.edu.

OHR has provided guidance about support and available options.

<https://www.cmu.edu/hr/assets/coronavirus/work-leave-options-matrix.pdf>

DEFINITIONS

CHWB	Community Health and Well-Being
OHR	Office of Human Resources
UHS	University Health Services
Confirmed	A diagnosis confirmed by a positive COVID-19 test conducted by an accredited medical lab.
Probable	Symptomatic after contact with an individual who has a confirmed COVID-19 diagnosis.