

## EMPLOYEE ON CAMPUS WITH + COVID RESULTS REPORTS TO SCHOOL NURSE

### Employee

Reports + results to School Nurse



### School Nurse

Takes information from employee:

- Where employee was tested
- Symptoms
- Date of onset
- Last day on campus and locations on campus

- Informs employee what will be required to return to campus
- Contacts employee's supervisor / dean
- Informs Dean which notification letter to use
- Contacts Human Resources
- Contacts AVP of Communications and Institutional Advancement (as necessary)
- Follows CDC 6/15/48 guideline to identify those who are at risk of reported + case:  
*Individuals w/i 6 feet, greater than 15 minutes w/i 48 hours of symptoms need to self-isolate*
- Contacts Cook County Dept. of Public Health to report + case, provide employee name and contact information
- Accepts Return to Campus note from Doctor
- Provides communication to supervisor that employee is able to return to campus
- Periodically checks up on sick employee



### Supervisor/ Deans

- Contact O&M
- Contact Scheduling
- Handles any cancellations of events / appointments / classes
- If employee is a faculty member:
  - Contacts AVP
  - Sends notification letter determined by school nurse to students in course(s)
  - Get access to class list if faculty unable to send letter to students
  - Identify possible instructor to substitute for class until faculty member returns
  - Send message to students in course
- Maintain confidentiality by not disclosing the employee's name



### Human Resources

- Contact co-workers to report positive case
- Periodically checks up on sick employee



### Operations and Maintenance

- Posting of signs of building closure
- Cleaning / sanitizing specified areas in building
- Identify time when building or area can reopen



### Scheduling

- Identify classes impacted by closing while cleaning area



### Faculty Member

- Sends notification letter provided by Dean to students (as necessary)

Individuals assigned actions should perform them immediately upon notification.

