Employee is exposed to COVID-19

Have you had close contact, as defined below, with a person who tested positive for COVID-19?

Close contact includes:
• Living in the same household as a person with COVID-19
• Providing care for a person with COVID-19
• Having been within 6 feet of a person with COVID-19 for 15 minutes of longer or
• Having exposure to respiratory secretions from a person with COVID-19 (e.g., being coughed or sneezed on, sharing a glass or utensils, kissing)

YES

1. Report exposure by one of following ways:
   • Completing COVID-19 Daily Symptom Screening
   • Calling 804-289-8811
   • Emailing hr-health-screens@richmond.edu
2. Contact your supervisor to tell them you won’t be on campus and discuss working remotely if possible. If remote work is not possible, discuss leave options.
3. Complete follow-up survey sent by COVID-19 Care Coordinator.
5. Quarantine at home at least 14 days from onset of symptoms or from date of exposure if no symptoms.
6. Contact COVID-19 Care Coordinator with any test results.

NO

(does not meet close contact definition above)

• Complete the COVID-19 Daily Symptom Screening each day.
• Maintain good hygiene and prevention standards, including washing hands, wearing a face covering, maintaining 6 feet of physical distance, and disinfecting common spaces before and after use.
Employee tests positive, or is awaiting test results, for COVID-19

Please comply with the following procedures if you test positive or are awaiting test results.

**Tests Positive**

1. **Report** positive test results by one of following ways:
   - Completing COVID-19 Daily Symptom Screening
   - Calling 804-289-8811
   - Emailing hr-health-screens@richmond.edu
2. **Contact** your supervisor to tell them you won’t be on campus and discuss working remotely if possible. If remote work is not possible, discuss leave options.
3. **Complete** follow-up survey sent by COVID-19 Care Coordinator.
4. **Complete** COVID-19 Daily Symptom Checker each day.
5. **Isolate** at least 10 days from onset of symptoms and do not return to campus until at least 24 hours have passed with no fever, defined as less than 100F, without fever-reducing medication, and symptoms have improved.

**Awaiting Test Results**

1. **Report** you are awaiting a result by one of the following ways:
   - Completing the COVID-19 Daily Symptom Screening
   - Calling 804-289-8811
   - Emailing hr-health-screens@richmond.edu
2. **Contact** your supervisor to tell them you won’t be on campus and discuss working remotely if possible. If remote work is not possible, discuss leave options.
3. **Complete** follow-up survey sent by COVID-19 Care Coordinator.
4. **Complete** COVID-19 Daily Symptom Checker each day.
   - If you’ve been exposed, quarantine for 14 days from onset of symptoms or from date of exposure if no symptoms.
   - If no exposure, but had test due to symptoms and they go away, 24 hours with no temperature, and symptoms improve, you may return to campus.
   - Contact COVID-19 Care Coordinator with any test results.
Employee has symptoms

Before leaving home each day, complete the COVID-19 Daily Symptom Screening.

Are you experiencing one or more of the following symptoms that CANNOT be attributed to another health condition?

- Fever (100°F or higher) or chills
- Cough
- Shortness of breath or difficulty breathing
- New loss of taste or smell
- Headache
- Muscle or body aches
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

1. **Report** symptoms by one of the following ways:
   - Completing COVID-19 Daily Symptom Screening
   - Calling 804-289-8811
   - Emailing hr-health-screens@richmond.edu

2. **Contact** your supervisor to tell them you won’t be on campus and discuss working remotely if possible. If remote work is not possible, discuss leave options.

3. **Complete** follow-up survey sent by COVID-19 Care Coordinator.

4. **Complete** COVID-19 Daily Symptom Screening each day.

5. **Contact** your health provider for medical advice on next steps.
   - **If health provider orders COVID-19 test:**
     - Contact COVID-19 Care Coordinator with test results
     - Quarantine at home at least 14 days from onset of symptoms or from date of exposure if no symptoms.
   - **If health provider determines not COVID-19,** stay home until at least 24 hours have passed with no fever (less than 100°F), without fever-reducing medication, and symptoms have improved.