

# COVID-19 Notification Guide for Supervisors

A guide for supervisors for how to respond to and communicate about a COVID-19 case with employees.

**If the supervisor is notified of a confirmed COVID-19 case, a close contact, or potential exposure in their unit, remind the employee of these steps:**

1. Employee is to stay home and contact HRS, if well enough to do so. If no, the supervisor let's employee know they will notify HRS and that the employee will hear from an LC State contact tracer shortly. If an employee notifies HRS or calls the COVID-19 hotline before informing his/her supervisor, HRS will facilitate the notification of the supervisor.
2. HRS or designee starts the data gathering process, in some cases prior to the public health department. HRS will assist in determining if there is a potential close contact and provide further guidance as needed.

**Script for division/department employee meeting when there is a confirmed COVID-19 case, a close contact, or a potential exposure in the unit:**

- "I would like to inform you that an employee in our division/department has been **diagnosed** with COVID-19. LC State and Public Health will conduct data gathering and contact tracing as appropriate, and anyone determined to have been in close contact with this individual will be provided additional guidance."
- "I would like to inform you that an employee in our division/department **may have been exposed** to COVID-19. HRS has been notified and is reviewing potential close contacts. If you are determined to be a potential close contact, you will be provided with additional information."
- "Close contact means contact with an individual at a distance of less than 6 feet, over an accumulated 15 minutes within a 24-hour time period, without use of a face covering by one or both parties."
- If applicable – "In our initial review, we do not believe anyone in the department/division had close contact with the individual and consider this a low risk situation for co-workers and customers"
- "As a reminder, health information is considered private'; failure to respect privacy is cause for disciplinary action."
- "We are doing everything within our ability to keep you as safe and healthy as possible at work. Please continue to be diligent in observing all campus protocols"
- "If you have questions or concerns, please speak with me or HRS. Thank you."

**Supervisor response if asked about the health status or absence of an employee within the unit:**

- The person is "out today"

**Ongoing guidance for all unit employees:**

- "Continue to conduct daily self-screening protocols before you come to work [screening questions are listed below]. If you experience any symptoms, please stay home until you are symptom free." If you are not feeling well, please contact HRS for further guidance.
- Self-screening questions: Within the last 72 hours, have you had a fever or chills? Had a persisting cough? Experienced shortness of breath or had difficulty breathing? Experienced a new loss of taste or smell? Had other symptoms of ill health (e.g., sore throat, body aches, fatigue, headache)? Had contact with someone with a confirmed case of COVID-19 or had symptoms of a COVID-19-like illness?

