

CONFIRMED CASE

When an employee tests positive for COVID-19

The employee must isolate at home for a minimum of 10 days from when symptoms started or 72 hours after symptoms have subsided, **whichever is longer**. If employee is positive but symptom free, employee must be isolated at home for 10 days **after** the COVID-19 test was taken.

Physical Plant will be contacted to determine extent of disinfecting needed.

CONTACT TRACING PROCESS

HR will contact Sedgwick County Health Department (SCHD) 2-1-1 of positive cases. SCHD will notify HR if there are any close contacts on campus. Employees in close contact will be notified. Other notifications may be made as well.

EXPERIENCING COVID-19 SYMPTOMS

SICK OR COVID SYMPTOMS @ HOME

Employee is having symptoms of COVID-19, but has not yet been confirmed negative or positive for COVID-19. **Employee should stay home.**

SICK OR COVID SYMPTOMS

If an employee becomes ill or exhibits COVID-19 symptoms after arriving on campus, they should contact HR.

HR and employee will complete the CDC Symptom Checker for guidance on next steps.

If employee is sent home based on the CDC Symptom Checker, employee should contact their healthcare provider or SCHD by calling 2-1-1 for testing.

EXPERIENCING COVID-19 SYMPTOMS

CONTINUED

If test is **negative**, the employee should stay home until he/she feels better and is fever free for 24 hours without the aid of fever reducing medicine.

If the test is **positive** with symptoms or NO testing is done, the person shall isolate at home for a minimum of 10 days from when symptoms started or 72 hours after symptoms have subsided. **Whichever is longer.**

ALTERNATE DIAGNOSIS

If employee with symptoms sees their healthcare provider and it is determined that they have a medical diagnosis other than COVID-19, they may return to school or work, with a doctor's note, when they are symptom free for 24 hours without the aid of fever reducing medication.

CLOSE CONTACT

Employee has been identified as a close contact to someone who has tested positive for COVID-19

An employee is considered a close contact of a confirmed case if they were within 6 feet of the positive employee, with or without a mask, for 10 minutes or longer.

HR will contact 2-1-1 for guidance regarding close contacts. Instructions will be provided to employee at that time.

Employee will quarantine for 14 days starting with the last date of exposure with the confirmed positive individual.

NO SYMPTOMS OR TESTS NEGATIVE DURING QUARANTINE

If employee does NOT experience symptoms or tests NEGATIVE during the quarantine period, they are released **AFTER 14** days and can return to work. **A negative test does not allow an employee to leave quarantine early.**

SYMPTOMS DURING QUARANTINE PERIOD

If employee **DOES** experience symptoms, they are advised to contact their healthcare provider or SCHD 2-1-1 for testing. **If they test POSITIVE, follow confirmed case of COVID -19.**

HOUSEHOLD CONTACT

Employee lives in the same house as a person who has tested positive for COVID-19

If employee is a household contact of a confirmed positive case, they **MUST** quarantine until 14 days after the COVID-19 case in their household is resolved and has been fever free and symptom free without fever reducing medication for at least 72 hours.

If the household contact does not experience symptoms during their quarantine period, employee is released from quarantine after 14 days and can return to campus.

A NEGATIVE test does not allow the employee to end quarantine early. Once the quarantine period has ended, the employee may return to campus if they are not experiencing any symptoms.

EXPERIENCE SYMPTOMS OR TESTS POSITIVE

If the employee develops symptoms during quarantine, they should be advised to contact their healthcare provider or SCHD 2-1-1 for testing. **If they test POSITIVE, follow confirmed case of COVID-19.**