

## MANAGER GUIDANCE ON COVID-19 POSITIVE EMPLOYEES

### Immediately

1. If the employee is currently at work in an on-site work location, the management team should quickly determine a strategy for the employee to leave the on-site work location, considering how to best avoid exposure to others, while protecting the dignity and privacy of the individual. Ensure the employee and all employees involved in this interaction are properly wearing a mask or face covering.
2. Contact UK Health Corps at [healthcorps@uky.edu](mailto:healthcorps@uky.edu) or (859) 218-SAFE. The UK Health Corps team will be able to provide guidance on what, if any, additional action is needed, aside from what is outlined below.
3. Contact Environmental Health and Safety at (859) 257-9730 to determine how to close access to the employee's workspace.

### What to do as soon as practical (but no more than 24 hours from notification)

1. Meeting of employee's manager/supervisor and management team to review current health safety guidelines, all the department protocols to prevent transmission, reminder of symptoms and gain recommitment to the daily 4.0: masks, physical distancing, hand washing and daily screening (see step 4).
2. Determine whether remote work is possible if the employee is well enough and wants to work. HR Employee Relations can help you identify leave options or remote work possibilities for the employee with a confirmed positive or confirmed exposure. If the employee is sick, it would be appropriate to use sick (TDL) leave.
3. If you believe a workplace exposure to COVID-19 may have occurred, advise the employee to contact the 24/7 UK Worker's Care at 1-800-440-6285.
4. Prepare to address questions or concerns from employees who may have heard an employee has tested positive for COVID-19. While you cannot share any private personal health information (e.g. name of employee), this is a good time to re-communicate the daily 4.0: masks, physical distancing, hand washing and daily screening, as well as additional health safety protocols in place for your area and sharing how COVID-19 positive cases in the workplace are handled. Here are some key points:
  - Maintaining the privacy of personal health information and the safety of our employees can be achieved simultaneously. When an employee tests positive, they will work with contact tracers (either from UK Health Corps or their local health department) to identify others who may have potentially

been exposed. Anyone identified as needing to take precautions, in addition to the ones we take through the daily 4.0, will be notified by a contact tracer.

- Employees who test COVID-19 positive will be supported by contact tracers and case managers (either through UK Health Corps or their local public health department) who will provide them with support and resources needed for recovery. Anyone who tests positive will be directed to self-isolate and will not be cleared to return to work until they are released from self-isolation by their local health department.
- People who are identified as having been in close contact with a COVID-19 positive individual may be notified by a public health official to quarantine.
- No action is required or expected on the part of individual employees who become aware of another employee who has tested positive or who are asked to quarantine.
- Official notification and recommended action steps will come from the assigned contact tracers who would formally reach out to affected faculty or staff, should that be the appropriate course of action.
- For questions about testing, tracing and related support on campus, reach out to UK Health Corps at (859) 218-SAFE.

### **What not to do**

1. A positive COVID-19 diagnosis is personal health information. You may not share this information with anyone aside from UK Health Corps. If any employee, student or other customer is identified as having had close contact with the COVID-19 positive employee, they will be contacted by UK Health Corps or a public health official.
2. UK Health Corps will conduct contact tracing and reporting in coordination with state and local health officials. You do not need to obtain additional information from the infected employee, develop a list of likely individuals who have had close contact with the infected employee or communicate with employees who had close contact with the infected individual, etc.
3. Do not send all employees home for the day or close the building where the employee worked. This will be determined by UK Health Corps dependent on the specific circumstances.
4. Do not engage in conversation with the media. Any media contact must be routed to UK Public Relations at (859) 699-0041.