

As a supervisor, what do I do if an employee discloses they either tested positive for COVID-19, resides with someone who tested positive, or has been *within six feet or less* of someone who tested positive for longer than 15 minutes?

CHECKLIST

1. DISCUSSION WITH EMPLOYEE

- If the individual is on campus, discretely separate the employee from others and send home. If not on campus, advise the individual to stay at home.
- Ask the individual to identify 1) any persons in our university community with whom they had contact ***within six feet or less (for longer than 15 minutes)*** within two days before the onset of symptoms, and 2) any areas of campus they visited for longer than 15 minutes during that time.
- Convey empathy but **do not provide medical advice**.
- If the individual has not already sought medical care, refer them to [University Health Services](#) or their physician for questions, including guidance on treatment and preventive measures to minimize the risk of infection to others. Again, it is important to convey empathy but **do not provide medical advice**.

If the employee has tested positive, they are required to contact University Health Services:

Employee Health is 662-915-6550.

2. ALERT YOUR DIRECT SUPERVISOR/MANAGER/CHAIR

- Determine who will take the following appropriate steps and serve as the contact for this situation.
- Determine who will need to be alerted within the department, strictly on a need to know basis, while protecting the confidentiality of the employee.

3. CONTACT PHYSICIANS AT EMPLOYEE HEALTH

- Contact the Employee Health:** Employee Health is 662-915-6550
 - The physicians will determine what additional precautions may be warranted and provide the direct contact information for Facilities Management.
 - The Director will alert Facilities Management. Facilities Management will be prepared for a request from the department, but will not reach out directly to the department.
 - Human Resources will be alerted and Human Resources will reach out to review leave options and assist with any further communications to the individual's co-workers.
- Provide details, including the name of the employee and those persons in our university community with whom they had contact *within six feet or less* for longer than 15 minutes within two days before the onset of symptoms, and 2) any areas of campus they visited during that time for longer than 15 minutes.

4. CONTACT FACILITIES MANAGEMENT

- Contact Facilities Management, either by email (fm@olemiss.edu) or at 915-7003. Please be sure to include the following information: **Department, building, room number(s) and date of exposure**
- Facilities Management will make arrangements to clean and disinfect the space at the next opportunity (usually before 8 am on the next business day).