## Employee on campus with + COVID results reports to School Nurse



## School Nurse

Takes information from employee:

- Where employee was tested
- o Symptoms
- $\circ \quad \text{Date of onset}$
- Last day on campus and locations on campus
- Informs employee what will be required to return to campus
- Contacts employee's supervisor/dean
- Contacts Human Resources
- Follows CDC 6/15/48 guideline to identify those who are at risk of reported + case:

Individuals w/I 6 feet, greater than 15 minutes w/I 48 hours of symptoms need to self -isolate

- Contacts Cook County Dept. of Public Health to report + case, provide employee name and contact information
- Accepts Return to Campus note from
  Doctor
- Provides communication to supervisor that employee able to return to

# Supervisor/ Deans

- Contact O&M
- Contact Scheduling
- Handles any cancellations of events/appointments/ classes
- If employee is a faculty member:
  - Contacts AVP
  - Get access to class list if faculty unable to send letter to students.
  - Identify possible instructor to substitute for class until faculty member returns
  - Send message to students in course
- Good Faith to maintain employee's confidentiality, do not deny/confirm to others

### **Operations and Maintenance**

- Posting of signs of building closure
- Cleaning /Sanitizing specified areas in building
- Identify time when building or area can reopen

## Scheduling

 Identify classes impacted by closing while cleaning area

#### Human Resources

• Contact co-workers to report positive case