

**COVID PROTOCOL FOR UNIVERSITY EMPLOYEES (FACULTY AND STAFF) WHO THINK THEY WERE EXPOSED**

PERSONAL RESPONSIBILITY IS CRITICAL IN PROTECTING ONE'S OWN HEALTH AS WELL AS THOSE ON AUGUSTA UNIVERSITY'S CAMPUSES.

EMPLOYEE THINKS THEY WERE EXPOSED TO A CONFIRMED POSITIVE COVID-19 INDIVIDUAL

Through personal knowledge, roommates/household member patient, or as a result of contact tracing.

EXPOSURE DEFINITION:

Less than 6 feet distance from a confirmed COVID-19 case for > 15 minutes within a 24 hour period of time.

SCHEDULE TESTING 5 DAYS AFTER EXPOSURE BY CALLING AU COVID HOTLINE: 706-721-1852

Send an email to reportcovid@augusta.edu if you have questions about leave.
Call University HR at 706-446-4457, if necessary.

ARE YOU SYMPTOMATIC?**YES****NO**

1. Go Home.
2. Notify Supervisor.
3. Call AU Hotline to get tested ASAP.
4. Email HR at reportcovid@augusta.edu to report exposure
5. Self-quarantine until test results are back.
6. Monitor symptoms, including temperature checks twice a day.

1. Go home and start self-quarantine.
2. Notify Supervisor
3. Email HR at reportcovid@augusta.edu to report exposure. If you have leave questions, call or email University HR 706-446-4457 to review leave options: sick leave, FMLA, other. If you seek to work remotely, contact your supervisor re: telework.
4. Monitor symptoms, including temperature checks twice a day.
5. **Schedule testing 5+ days after exposure** by calling AU COVID Hotline 706-721-1852.

POSITIVE TEST**NEGATIVE TEST****SELF-ISOLATE**

1. Send an email to reportcovid@augusta.edu (required). If you have leave questions, call or email University HR 706-446-4457 to review leave options: sick leave, FMLA, other. If you seek to work remotely, contact your supervisor re: telework.
2. Stay home for at least 10 days since symptoms first appeared, or date tested, and until fever free (without taking fever reducing medication).
3. Email HR at reportcovid@augusta.edu when able to return to work.
4. All hospital and clinical staff must call Employee Health at 706-721-3418 for a return to work clearance.
5. If you need to see a health care provider, schedule a virtual care visit at augustahealth.org/virtualcare.

Send email to HR at reportcovid@augusta.edu to report negative test. Follow normal sick leave policy. Return to work on Day 7 after exposure if still without symptoms without fever-reducing medications.

AU COVID-19 Hotline: 706-721-1852**RETURN TO WORK**