COVID-19 Reporting and Exposure – Guidelines for Supervisors *

Revised August 11, 2020

Although Arizona is currently experiencing a downward trend in COVID-19 cases, throughout the US the number of cases continues to rise. You should continue to be vigilant in following the Centers for Disease Control (CDC) guidelines to protect yourself and others.

The following guidelines are designed to help supervisors respond to the most common concerns about:

- An employee exposure to a close personal contact with COVID-19; and
- An employee experiencing symptoms or receiving a diagnosis of COVID-19.

These guidelines apply to all employees, including student employees. If an employee at any point receives public health guidance to be away from the workplace for any length of time:

- the supervisor and employee may discuss remote work options if the employee feels they want to work and there is work available to be done remotely; AND/OR
- the employee may work with the supervisor (or HR, as appropriate) to explore options for use of sick leave or other accruals.

Important: There are many variables in each individual situation where a positive test result is received or a positive exposure might have occurred, including:

- Time spent in the workplace;
- Date when last in the workplace;
- Interactions with other employees;
- Presence or absence of symptoms; and
- Adherence to NAU’s requirements regarding wearing masks and physical distancing, etc.

Decisions about the type and scope of notification, the appropriate level of cleaning in the workplace and other responses must be coordinated with Campus Health Services’ medical personnel, NAU’s Office of Environmental Health and Safety, the Coconino County Health and Human Services Department, and other appropriate offices.

If an employee informs their supervisor that they are concerned they may have been exposed, have tested positive, or is experiencing the symptoms of COVID-19, the supervisor must tell the employee that they are required to report that information via the COVID-19 Reporting Site. The supervisor should also encourage the employee to consult with their personal healthcare provider or Campus Health Services.

* Importantly, guidance continues to change – in addition to regularly checking the NAU COVID-19 website, please also regularly check the CDC website for the most current information on what to do if you are sick, as well as quarantine and isolation practices:

https://nau.edu/coronavirus/
Communicating COVID-19 exposure to members of the NAU Community

All supervisors are strongly encouraged to share the message below with all employees in their units (this message is also on the NAU HR COVID-19 Site).

NAU is working to help protect the health and safety of each member of our campus community. Because COVID-19 is impacting everyone’s daily lives, it is important that all NAU employees be aware of the protocols NAU has put into place, including how employees will be informed of positive tests in their area. NAU has adopted many measures to mitigate the risk to our community, including:

- Adopting the NAUFlex model of instruction;
- Requiring employees and students to wear masks;
- Promulgating guidelines regarding physical distancing on campus and in our buildings;
- Requesting that everyone frequently wash their hands in accordance with CDC guidelines; and
- Ensuring thorough cleaning of common spaces.

Because we all need to help protect our campus and community, all employees (including student-employees) are required to immediately report to their supervisor any situation where an employee’s close personal contact (e.g., household member, intimate partner, or caretaker) has symptoms and is awaiting the results of a COVID-19 test, or has tested positive for COVID-19. All employees are also required to immediately report to their supervisor and via the Covid-19 Reporting Site if they are experiencing symptoms of COVID-19, have symptoms and are awaiting the results of a test for COVID-19, or have tested positive for COVID-19. Health and safety information for our students can be found at the Covid-19 Student Health and Safety site.

Campus Health Services (CHS), will provide supervisors with information regarding employees who are experiencing symptoms or who have tested positive for COVID-19. Campus Health or the Coconino County Health Services Department will also provide supervisors with appropriate guidance about notifying an employee of any potential exposure to another individual who has symptoms of COVID-19, or who has tested positive for COVID-19. Supervisors are not to conduct their own investigations, and should communicate with their own supervisors regarding any concerns that arise.

All emails sent to COVIDReport@nau.edu are reviewed by CHS. CHS has investigators who are working closely with the Coconino County Health and Human Services Department to conduct exposure investigations whenever an individual member of our campus receives a positive test. This collaboration with the County is intended to ensure consistency in providing the necessary notifications to individuals who might have been exposed to COVID-19. In each situation, CHS or the County will therefore contact any member of our campus community who—pursuant to the guidelines from the CDC—might have been exposed to an employee, student, or any member of the community who tested positive for COVID-19.

Importantly, to comply with all relevant privacy laws and to maintain appropriate confidentiality, no personal or identifying information will be shared with others in the workplace unless necessary to protect the health and wellness of the NAU community.

Also importantly, if a co-worker is not in the workplace, or is working remotely (even temporarily), employees should not assume that the co-worker either has tested positive for COVID-19 or has been exposed to COVID-19. While some co-workers might be working remotely because they are self-isolating (such as when a family member is awaiting test results), other co-workers may be working remotely because they have an accommodation under the Americans with Disabilities Act, or they may be working remotely because their supervisor has arranged for telework to help promote physical distancing on campus (examples include staggered schedules or having employees temporarily work in another location).
NAU Healthcheck

As a condition for entering NAU facilities (including any NAU campus and all buildings used by NAU) and participating in NAU programs, NAU is requiring all active faculty, staff and currently enrolled students to complete a daily wellness assessment. The primary method for completing the daily wellness assessment is via NAU Healthcheck.

Based on the employee’s responses, NAU Healthcheck will notify employees either that they are cleared to report to campus for on-site work, or that they fall into the “May be at risk” or “Greater Risk” categories. Employees that fall into one of these two categories **may not report to on-campus work** and will be directed via NAU Healthcheck to notify their supervisor or department chairperson immediately.

“May be at risk” employees will be advised via NAU Healthcheck **not to report to work on campus** until their symptoms have resolved, OR they have had a negative COVID-19 test, OR until medically cleared by NAU Campus Health Services or their healthcare provider.

“Greater Risk” employees will be advised via NAU Healthcheck **not to report to work on campus** (and to follow all CDC and ADHS isolation guidelines). “Greater Risk” employees may return to campus no sooner than 10 days have passed since symptoms first appeared, OR since their positive test AND at least 24 hours have passed without the use of fever-reducing medication AND any other symptoms have improved.

**Most common notification situations supervisors may encounter**

I. **Situation-** An employee indicates a symptom or combination of symptoms via NAU Healthcheck and receives the “May be at Risk” designation.
   - Based on the severity and duration of these symptoms, employees may decide or be advised to seek medical attention and should follow the advice of their healthcare provider.
   - Supervisors should advise the employee not to come to campus unless their symptoms have resolved, or they have had a negative COVID-19 test, or until medically cleared by NAU Campus Health Services or their healthcare provider.

II. **Situation –** An employee contacts their supervisor and notifies them that a close personal contact (e.g., household member, intimate partner, or caretaker) has symptoms of COVID-19 and is awaiting test results OR has already tested positive for COVID-19:

   **What are the next steps for the supervisor?**

   The supervisor should thank the employee for sharing this information and must take the following steps:
   - Encourage the employee to self-monitor for symptoms, and to contact Campus Health Services or their healthcare provider to discuss testing. If the employee is subsequently tested and/or test positive, they must immediately notify you so you can follow campus protocols.
   - Ask the employee to immediately report their status to Campus Health via the Covid-19 Reporting Site, if they have not already done so.
   - Inform the employee that they should self-quarantine until they know the test results of their close contact.
• As appropriate, discuss flexible and/or remote work options with the employee, and/or refer the employee to HR to review their leave options.
• Inform the employee that they will be following the protocols in place for their safety as well as to protect the public health and the safety of our NAU community, and that you will be following NAU’s protocols as well.
• Inform the employee that if their close contact’s test comes back negative, they should immediately notify their supervisor, so the supervisor and employee can discuss the employee returning to work on campus.
• Inform the employee that if their close contact’s test comes back positive:
  o The employee must immediately update their status via the Covid-19 Reporting Site.
  o The employee must notify their supervisor.
  o The employee should notify their healthcare provider and determine whether they need to get tested. The employee should still continue to self-quarantine for 14 days and monitor for symptoms, regardless of whether the employee is tested, and regardless of whether the employee tests positive.
  o If the employee develops symptoms or tests positive, the supervisor must follow the protocol below.
• The supervisor must follow the enhanced cleaning and disinfection protocols set forth below, and should notify their building manager that an employee who may have had exposure is now self-isolating at home, and should also inform the building manager about potentially affected areas in the building. (The supervisor may not disclose the name of the employee, however.)

III. Situation – An employee contacts their supervisor and notifies them that they have symptoms of COVID-19, AND/OR are being tested for COVID-19, OR that they have tested positive for COVID-19 (whether or not they have symptoms):

What are the next steps for the supervisor?

The supervisor should thank the employee for sharing this information and must take the following steps:
• Although the employee should already have gone through the daily wellness assessment via the NAU Healthcheck process (and should therefore have been told not have come to campus), if the employee is still on campus, direct them to immediately go home.
• Encourage the employee to immediately contact Campus Health Services or their healthcare provider to discuss testing, if they have not done so already.
• The employee must notify Campus Health via the Covid-19 Reporting Site. If they test positive, they must immediately update their status via the Covid-19 Reporting Site and notify you so you can follow campus protocols.
• As appropriate, discuss flexible and/or remote work options with the employee, and/or refer the employee to HR to review their leave options.
• Inform the employee that they will be directed by Campus Health Services regarding the protocols in place for their safety as well as to protect the public health and the safety of our NAU community, and that you will be following NAU’s protocols as well.
• The supervisor must follow and/or initiate the enhanced cleaning and disinfection protocols set forth below, as appropriate, and should notify their building manager that an employee who is experiencing symptoms/has tested positive is now at home, and should also inform the building manager about potentially affected areas in the building. (The supervisor may not disclose the name of the employee.)

• If the employee’s test results are negative, the employee should receive instructions from their health care provider regarding next steps, and whether they are cleared to return to work on campus. The employee should discuss this guidance with their supervisor.

Supervisors should remain aware of the CDC guidelines regarding COVID-19, so that they remain knowledgeable about how positive tests might impact the workplace (supervisors should also always check for current guidance, since it may change over time):

• If an employee is symptomatic and being tested, they should already be self-isolating and their healthcare provider will likely tell them to continue to do so for 10 days from the date of the test. The employee will also likely be told to not return to the workplace until the criteria below are met:
  o At least 1 day (24 hours) has passed since the employee recovered (meaning no fever without the use of fever-reducing medication); AND
  o Improvement in symptoms, e.g., cough, shortness of breath; AND
  o At least 10 days have passed since symptoms first appeared.

• If an employee tested positive but did not have symptoms, so long as the employee continues to have no symptoms, they will likely be told by their healthcare provider to not return to the workplace until 10 days have passed since the date the employee received a positive test.

• If an employee had severe illness (e.g., was admitted to a hospital and needed oxygen), their healthcare provider may recommend they remain in isolation for longer than 10 days.

Additional Resources:

NAU Jacks are Back – Return to Work
Center for Disease Control- Covid-19
NAU Corona Virus Web Site
NAU Human Resources COVID-19 Web Site
CLEANING INFORMATION

NAU will perform daily deep cleanings of all shared spaces on campus, including classrooms, see NAU COVID-19 Facilities Cleaning Protocols.

All departments should take a proactive approach to enhanced cleaning and disinfection (in addition to custodial cleaning schedules) by following these guidelines:

- Routinely clean and disinfect surfaces and objects that are frequently touched. This may include cleaning objects/surfaces not ordinarily cleaned daily (e.g., keyboards, desks, doorknobs, light switches, copier keypads, countertops). Use all cleaning products according to the directions on the label. For disinfection, most common EPA-registered household disinfectants should be effective.
  - A list of products that are EPA-approved for use against the virus that causes COVID-19 is available. Follow the manufacturer’s instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).
- Ensure adequate supplies to support cleaning and disinfection practices. NAU’s Campus Supply has approved supplies, which are in stock and available for departmental purchase.
- OSHA’s Hazard Communication Standard requires all employees who use chemical products at work to take Hazard Communication training. This training can be accessed online.

Pursuant to CDC guidance, follow these steps to initiate cleaning and disinfecting your building or facility when someone tests positive for COVID-19:

- **If possible, close off areas** used by the person who tested positive.
  - Departments don’t necessarily need to close all operations as long as affected areas can be closed.
- **Open outside doors and windows** to increase air circulation in the area. Be sure to close and secure windows and doors before leaving for the day.
- **Contact Facility Services Work Control Center at 523-4227** to request custodial services to clean and disinfect all areas used by the person who tested positive, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, and keyboards.
- Without disclosing the identity of the employee who tested positive, provide available information to the work control center about impacted locations and when the infected individual last occupied the space, so that adequate safety measures can be taken by responders.
- **Be aware that whenever possible, all cleaning should be postponed for 24 hours.** If 24 hours is not feasible, wait to clean for as long as possible. If more than 7 days have passed since the person who tested positive visited or used the facility, additional cleaning and disinfection is not necessary.
- **Once an area has been appropriately disinfected, it can be opened for use.**
  - Workers that have been instructed to stay home because of close contact with the person who tested positive will receive guidance on safe return to work from Campus Health, their healthcare provider, or the county health department.