**EMPLOYEE AND SUPERVISOR PROTOCOL:**

**WHAT STEPS TO TAKE FOR A POSSIBLE OR CONFIRMED COVID-19 ILLNESS (Updated 6/16/2021)**

Based on South Carolina Department of Health and Environmental Control (DHEC) and Centers for Disease Control and Prevention (CDC) guidance, this document instructs employees and supervisors of the actions they should take in each scenario associated with COVID-19. When necessary, contact tracing will be conducted to ensure potentially impacted individuals within the campus community are notified and affected spaces on campus will be cleaned and disinfected in compliance with [CDC guidance](https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html).

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| **Scenario** | **Employee Protocol** | **Supervisor Protocol** |
| **SCENARIO 1:**  **EMPLOYEE POSITIVE COVID-19 TEST RESULT** | If an **employee** tests positive for COVID-19 or received a COVID-19 diagnosis, they should:   * Stay home, or leave campus immediately, and contact their healthcare provider if they have not already done so. * Contact their direct supervisor and notify them that they will be out of work. * Report a positive case immediately:   Submit **Notification of a COVID-19 Incident form** online (Preferred reporting method) (HYPERLINK); **or** send an email to [COVID@coastal.edu](mailto:COVID@coastal.edu)); **or** notify the Contact Tracing Call Center at (843)349-4100.   * Stay out of work until they have recovered and:   + 10 days have passed since symptoms began -OR- the date of their positive test,   + They are free of fever (less than 100.4) for 24 hours without the use of fever reducing medications, and   + Their symptoms have improved.   **NOTE: *The employee is NOT authorized to return to work until all three (3) of these conditions have been met and the employee has been cleared to return by Contact Tracing or HREO.*** | If a **supervisor** receives employee notification of a positive COVID-19 test result, they should:   * Immediately report the positive case IF the employee has not already self-reported their case.   Submit **Notification of a COVID-19 Incident form** online (Preferred reporting method) (HYPERLINK); **or** send an email to [COVID@coastal.edu](mailto:COVID@coastal.edu)); **or** notify the Contact Tracing Call Center at (843)349-4100. |

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| **Scenario** | **Employee Protocol** | **Supervisor Protocol** |
| **SCENARIO 2:**  **EMPLOYEE IS SICK BUT HAS NOT BEEN TESTED FOR COVID-19** | If an **employee** is experiencing [symptoms consistent with COVID-19](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html), they should:   * Stay home, or leave campus immediately, and contact their healthcare provider if they have not already done so. * Get tested for COVID-19. * Contact their direct supervisor and notify them that they will be out of work. * Report the illness immediately:   Submit **Notification of a COVID-19 Incident form online** (Preferred reporting method) (HYPERLINK); or send an email to COVID@coastal.edu); or notify the Contact Tracing Call Center at (843)349-4100.  **If an employee tests positive for COVID-19, they must follow the employee protocol specified above in Scenario 1: Employee Tests Positive for COVID-19.** | If a **supervisor** receives employee notification that the employee is experiencing [symptoms consistent with COVID-19](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html), they should:   * Immediately report the positive case IF the employee has not already self-reported their case.   Submit **Notification of a COVID-19 Incident form** online (Preferred reporting method) (HYPERLINK); **or** send an email to [COVID@coastal.edu](mailto:COVID@coastal.edu)); **or** notify the Contact Tracing Call Center at (843)349-4100. |

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| **SCENARIO 3:**  **CLOSE CONTACT\* OF A POSITIVE CASE/DIAGNOSIS**  **OF COVID-19** | If an **employee** has been in close contact\* with someone (non-employee) or lives with someone who tests positive/receives diagnosis of COVID-19, they should:   * Stay home, or leave campus immediately, and contact their healthcare provider if they have not already done so. * Report the incident immediately: Submit Notification of a COVID-19 Incident form online (Preferred reporting method) (HYPERLINK); or send an email to COVID@coastal.edu); or notify the Contact Tracing Call Center at (843)349-4100. * The employee should self-quarantine and is encouraged to be tested immediately and five (5) to seven (7) days from exposure if they have no symptoms or at any time symptoms develop. * The quarantine period is ten (10) days from last day of contact with the positive person, if the employee does not develop symptoms and no positive test result is received. The employee must continue to self-monitor for an additional four (4) days upon quarantine ending. * If the employee **lives with the person who tested positive and cannot stay separate from them during the person’s isolation period,** their (the employee’s) quarantine period begins when the isolation period ends for the positive person. The additional quarantine period is ten (10) days beyond the isolation period for the COVID-19 positive person, which equates to a total of twenty (20) days. ***This could change if the employee tests positive at any time during the quarantine period.***   **If an employee tests positive for COVID-19, they must follow the employee protocol specified above in Scenario 1: Employee Tests Positive for COVID-19.** | If a **supervisor** receives notice that an employee has been in close contact\* with someone who tests positive/receives diagnosis of COVID-19, they should:     * Immediately report the positive case IF the employee has not already self-reported their case.   Submit **Notification of a COVID-19 Incident form** online (Preferred reporting method) (HYPERLINK); **or** send an email to [COVID@coastal.edu](mailto:COVID@coastal.edu)); **or** notify the Contact Tracing Call Center at (843)349-4100. |
| **Scenario** | **Employee Protocol** | **Supervisor Protocol** |
| **SCENARIO 4:**  **CLOSE CONTACT OF SOMEONE SICK (NO POSITIVE CASE OF COVID-19)** | If the employee has been in close contact\* with someone (non-employee) or lives with someone who displays [symptoms consistent with COVID-19](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html):   * They can remain at work as long as they do not have symptoms while the ill person is tested and waiting on results.   **If the sick person tests positive for COVID-19, follow the employee protocol specified above in Scenario 3: Close Contact of a Positive COVID-19 Case/Diagnosis.** |  |
| **Scenario** | **Employee Protocol** | **Supervisor Protocol** |
| **SCENARIO 5:**  **CONTACT OF A CONTACT** | If the employee lives with someone who has been in close contact\* with someone who displays symptoms consistent with COVID-19 or tests positive for COVID-19:   * The employee is considered a “contact of a contact.” * The employee may remain at work as long as they do not have symptoms. They do not need to be tested unless they develop symptoms. * Nothing further needs to be done unless:   -the person with whom the employee lives tests positive or develops COVID-19 symptoms; OR  -the employee tests positive or develops COVID-19 symptoms.  **If the person they live with or had close contact with tests positive for COVID-19, the employee should go home and follow the guidance in Scenario 3: “Close Contact\* of a Positive Case of COVID-19.** |  |

**CONFIDENTIALITY** Supervisors and members of management are not authorized to release information regarding an employee’s exposure and/or condition unless explicitly instructed to do so by CCU’s Office of University Counsel. Information is shared on a need-to-know basis. To protect the health of other individuals, Contact Tracing/HREO will communicate directly with individuals with confirmed-19 cases and close contacts identified within the University community.

Test results should be submitted to [lcox1@coastal.edu](mailto:lcox1@coastal.edu). Employees should not give test results to their supervisor; supervisors may not ask for employee test results.