Faculty/Staff COVID-19 Exposure Protocol

1. Use of the term “exposure” herein refers to close contact with someone who has COVID-19 where “close contact” is defined as being within approximately 6 feet of the person for 15 or more minutes. Employees who have been “exposed” to someone who has COVID-19:
   a. should notify their supervisor and Human Resources. Any disclosure of personal information will be kept confidential. Human Resources will advise the employee and supervisor regarding any leave issues, if appropriate.
   b. should stay home or leave work immediately.
   c. may work remotely if possible and approved by their supervisor.

2. The Louisiana Department of Health (LDH) is responsible for conducting contact tracing for COVID-19 cases and will communicate with individuals about the need to self-isolate related to identified exposure to COVID-19. Employees who receive such communication from LDH should follow the directives received as to testing and isolation and should keep Human Resources and their supervisors informed.

3. Regardless of contact by LDH, employees who have been exposed to someone with COVID-19 and exhibit symptoms should self-isolate, contact their health care provider and inform Human Resources and their supervisor.

4. Regardless of contact by LDH, employees who have been exposed to someone with COVID-19 and who do not have symptoms should remain at home or in a comparable setting and practice social distancing for 14 days and inform Human Resources and their supervisor. They should contact their health care provider if they develop symptoms.

5. Employees exposed or potentially exposed and are immunocompromised or live with someone who is immunocompromised, should immediately notify a health care provider.

6. All other employees should always self-monitor for symptoms of COVID-19 such as fever, cough, shortness of breath or new loss of taste or smell. If employees develop any of these symptoms, they should stay home and notify their supervisor and Human Resources.

7. Second order contacts are not considered exposure. In other words, employees who have had contact with a person that has had contact with a person with COVID-19 may continue to work but should continue to social distance, wear a mask and monitor for symptoms.

8. Employees who appear to have COVID-19 symptoms, such as fever, cough, or shortness of breath, upon arrival to work or become sick during the day with COVID-19 symptoms should immediately be separated from other employees, customers, and visitors and sent home.

If an employee is diagnosed with COVID-19

- An employee may return to work if all of these criteria are met:
  1) No fever, 100.4 or greater, for 3 days without taking any fever reducing medication,
  2) Other symptoms have resolved, and
  3) At least 10 days have passed since symptoms first appeared, or the employee has received two negative COVID-19 test results in a row at least 24 hours apart.

Note that current sick leave policies generally require employees recovering from an illness to provide a release from their health care provider to return to work.