

Supervisor's Guide COVID-19 Impacted Faculty and Staff

This guide is for supervisors responding to reported cases (suspected or confirmed) of COVID-19. A supervisor should be the first point of contact for their employees when they are impacted by COVID-19.

Section 1: Employees

When an employee notifies their supervisor that they are experiencing symptoms of or being tested for COVID-19, the immediate supervisor must complete the following steps:

- Advise the employee to self-quarantine.
- Advise employee to call their health care provider for guidance.
- Instruct employee to reach out to Human Resources.
 - Employees who are self-quarantining may work remotely (if symptoms allow) dependent upon the nature of their work and supervisor guidance.
 - Employees who are not able to work remotely may qualify for [Emergency Paid Sick Leave](#) in accordance with the [Families First Coronavirus Response Act](#)
 - Supervisor must contact Human Resources and complete the [MSU Texas COVID-19 Reporting Form](#)
 - Employee may return to work when receiving a negative test result and are symptom free.

When an employee notifies their supervisor that they have tested positive for COVID-19, the immediate supervisor must complete the following steps:

- Supervisor must contact Human Resources and complete the [MSU Texas COVID-19 Reporting Form](#) (if it has not previously been submitted)
- Instruct employee to reach out to Human Resources.
- Employees who are self-quarantining may work remotely (if symptoms allow) dependent upon the nature of their work and supervisor guidance.
- Employees who are not able to work remotely may qualify for [Emergency Paid Sick Leave](#) in accordance with the [Families First Coronavirus Response Act](#)
- Human Resources will notify employees by email who had close contact with the affected employee following the [COVID19 Positive Employee Test Notification Protocol](#) *Note: The department will be given but the name of the affected employee must remain confidential.*
- Employees who have had close contact with the affected employee will be advised to self-quarantine, seek guidance from a health care provider, and continue to monitor their health daily.
- Employees without COVID-19 symptoms may return to work from quarantine after 14 days of exposure to the case.
- Employees with COVID-19 symptoms may return to work after 3 consecutive days of being symptom free and 14 days since symptoms first appeared (unless employee has tested positive for COVID-19).

- Human Resources will notify employees by email who work in the same building with the affected employee following the [COVID19 Positive Employee Test Notification Protocol](#) *Note: The department will be given but the name of the affected employee must remain confidential.*
- Employees should continue to report to work and continue to monitor symptoms of COVID-19.
- Human Resources will notify Facilities Services to have the affected employee's workstation and common areas sanitized.
- Employees with confirmed COVID-19 may return to work when they present a letter of work return signed by the Public Health District to Human Resources. The on campus return date will be discussed with the supervisor.

Section 2 –Individual in Employee's Household

When an employee notifies their supervisor that a family member or a person in their household who they have been in direct contact with has tested positive for or is experiencing symptoms of COVID-19, the immediate supervisor must complete the following steps:

- Advise the employee to self-quarantine, seek guidance from a health care provider, and continue to monitor their health daily.
- Instruct employee to reach out to Human Resources regarding leave options.
 - Employees who are self-quarantining may work remotely dependent upon the nature of their work and supervisor guidance.
 - Employees who are not able to work remotely may qualify for [Emergency Paid Sick Leave](#) in accordance with the [Families First Coronavirus Response Act](#)
- Supervisor must contact Human Resources.
- If a family member or person in their household tests negative for COVID-19, employee may return to work and continue to monitor their health daily.
- If a family member or person in their household tests positive for COVID-19, employee may return to work when they present a letter of work return signed by the Public Health District to Human Resources.
- During quarantine, employees should immediately notify their supervisor if they develop symptoms of or test positive for COVID-19.

MSU Texas COVID-19 Resources:

[Coronavirus \(COVID-19\) Updates](#)
[Coronavirus Resources for Employees Fall 2020 Return to Campus Updates COVID-19 Reboarding Training Families First Coronavirus Response Act COVID-19 and Your Benefit Coverage Return to Campus Task Force Report](#)

Centers for Disease Control and Prevention Resources:

[What you should know about COVID-19 to protect yourself and others Help Protect Yourself and Others from COVID-19 Symptoms of COVID-19 Prevent the spread if you are sick](#)