

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](#) (up to 80 hours)
- Supervisor must contact Human Resources and complete the [MSU Texas COVID-19 Reporting Form](#)
- Employee may return to campus 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](#) (up to 80 hours)
- Human Resources will notify employees by email who had close contact with the affected employee following the [COVID-19 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 10 days of exposure to the positive case.
 - Employees with COVID-19 symptoms may return to work after 3 consecutive days of being symptom free and 10 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 [COVID-19 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 campus after 10 days from the onset of symptoms, when symptom free for 3 consecutive days, and when released by the Wichita County Public Health District, applicable Health Department or the attending physician. 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](#) (up to 80 hours)
- 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 (typically 10 days from improvement in symptoms in the positive case).
- 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](#)