

COVID-19 Exposure Procedures: Employees and Student Workers

It is important for any employee or student worker to immediately report to their supervisor if they test positive for COVID-19.

The supervisor must then notify Human Resources of the individual's status. COVID-19, like any other medical information, is considered Protected Health Information (PHI) under HIPAA and the ADA. To protect the medical privacy of the individual, PHI should never be sent to HR via email nor should the supervisor share an individual's status with anyone outside HR.

HR will contact the Incident Management Team to begin mitigation procedures in accordance with guidance from the Region 5 Medical Director and the CDC. Following these guidelines, the employee or student worker will be prohibited from work/campus for a minimum of 10 days following a positive test result and symptom free for 3 days.

Guidance will vary depending on the circumstances of each individual case.

If the employee or student worker visited campus offices, facilities or buildings, all surfaces in those areas must be sanitized by custodial services per CDC guidelines. Areas of focus will include countertops, door handles, computers, keyboards and other frequently touched surfaces.

An official from the Louisiana Department of Health will contact the employee or student worker to provide further guidance and to conduct contact tracing. HR and the IMT will also identify any other employees or student workers that may have been in close contact with the individual. "Close contact" is defined as 15 minutes of exposure to the individual within 6 feet or direct contact through touching/coughing/sneezing.

All close contacts of the COVID-19 positive employee or student worker should self-isolate for 14 days and monitor for symptoms. Because of COVID-19's unique characteristics, it is recommended that individuals who have been exposed to someone with COVID-19 wait 5-7 days after presumed exposure to be tested, sooner if symptoms develop.

If it is determined that any employees were in close contact with a COVID-positive individual and need to be quarantined, the supervisor may implement a telework plan **OR** Civil Service Rule 11.35 (c) will be implemented:

(c) An appointing authority may grant time off without loss of pay, annual leave or sick leave to an asymptomatic employee who is directed by the appointing authority to be tested for COVID-19 and/or self-quarantine after being exposed through close contact to an individual with a confirmed positive COVID-19 diagnosis. Such special paid leave shall not extend beyond 14 calendar days as

recommended by the Centers for Disease Control and Prevention. Once the employee develops symptoms of illness or is confirmed with a positive COVID-19 diagnosis, he shall immediately be placed in an appropriate leave status, including leave without pay if the employee has exhausted both annual leave and sick leave.

Reference General Circular 2020-031:

https://www.civilservice.louisiana.gov/files/general_circulars/2020/GC2020-031.pdf

Employees exposed to COVID-19 through close contact with another employee or student worker must be tested and submit their results to Human Resources as soon as they are available. If the test result is positive, they cannot stay on special leave and will be placed on their own leave.

If an employee or student worker is exposed to COVID-19 through close contact but tests negative for COVID-19, they may still be required to self-quarantine for 10 days and monitor for symptoms. A second test with negative results may be required before they can return to campus. Close contacts of a negative-result employee, including co-workers, are not required to quarantine unless the employee or student worker later develops symptoms or tests positive.

In the event that a health official conducting contact tracing contacts a McNeese office or department, the employee or student worker answering the call should not provide any personnel information and should direct the health official to HR. HR will work with health officials to provide any requested employee contact information.

SCENARIOS

I was exposed through close contact to a person with COVID-19 and was directed by my medical provider to be tested. What should I do next?

Immediately notify your supervisor that you have been sent for testing. Your supervisor will notify HR, who will provide you with further guidance. Please note that it is not necessary for you to discuss your status with your coworkers -- HR and the IMT will work with you to identify any other employees or student workers that may have been in close contact with you and will provide guidance to them.

The supervisor and HR will work with the employee to determine when the exposure occurred and if the employee was in close contact with the person (6 feet for more than 15 minutes).

Depending on the circumstances, and because symptoms may not develop for several days after exposure, the employee may be required to self-quarantine for 14 days and monitor for symptoms.

The test results must be reported to HR.

If the test is negative, a second test with negative results may be required before the employee can return to campus.

Close contacts of the employee, including co-workers, do not require quarantine unless the employee later develops symptoms or tests positive.

I attended an event over the weekend and five days later I learn that someone else at the event has tested positive for COVID-19. What should I do next?

Immediately notify your supervisor that you may have been exposed to the virus. Your supervisor will notify HR, who will provide you with further guidance. Please note that it is not necessary for you to discuss your status with your coworkers -- HR and the IMT will work with you to identify any other employees or student workers that may have been in close contact with you and will provide guidance to them.

The supervisor and HR will work with the employee to determine when the exposure occurred and if the employee was in close contact with the person (6 feet for more than 15 minutes).

Depending on the circumstances, and because symptoms may not develop for several days after exposure, the employee may be required to self-quarantine for 10 days and monitor for symptoms.

A test with negative results may be required before the employee can return to campus.

Close contacts of the employee, including co-workers, do not require quarantine unless the employee later develops symptoms or tests positive.

I have tested positive for COVID-19. When can I return to campus?

You are prohibited from returning to campus for up to 14 days following a positive test result.

Upon receipt of positive test result, you must immediately notify your supervisor. Your supervisor will notify HR, who will provide you with further guidance. Please note that it is not necessary for you to discuss your status with your coworkers -- HR

and the IMT will work with you to identify any other employees or student workers that may have been in close contact with you and will provide guidance to them.

You will be required to provide HR with negative test results and HR will work with your supervisor to determine when you can return to campus.

COVID-19 Exposure Procedures: Students

It is important for any student to immediately notify the Student Health Center if they test positive for COVID-19 or believe they have been exposed to COVID-19.

The Student Health Center Director will work with the student to gather information and determine if the student should be tested or self-isolate until test results are available.

If a student tests positive, McNeese will begin mitigation procedures in accordance with guidance from the Region 5 Medical Director and the CDC. Following these guidelines, the student will be prohibited from work/campus for a minimum of 10 days following a positive test result, or until they have been symptom free for 3 days.

If the student visited campus offices, facilities or buildings, all surfaces in those areas must be sanitized by custodial services per CDC guidelines. Areas of focus will include countertops, door handles, computers, keyboards and other frequently touched surfaces.

The Student Health Center Director will seek guidance from the Region 5 Medical Director and work with McNeese officials to identify any other students or employees that may have been in close contact with the student. An official from the Louisiana Department of Health will also contact the student to provide further guidance and to conduct contact tracing to determine other individuals who may have been exposed to COVID-19 through close contact. "Close contact" is defined as 15 minutes of exposure to the individual within 6 feet or direct contact through touching/coughing/sneezing.

All close contacts of the student should self-isolate for 14 days and monitor for symptoms. Because of COVID-19's unique characteristics, it is recommended that individuals who have been exposed to someone with COVID-19 wait 5-7 days after presumed exposure to be tested, sooner if symptoms develop.