

HUNTINGTON

— U N I V E R S I T Y —

COVID-19 Operational Guidelines for Employees

Updated for Fall Semester 2021

When it comes to Huntington University's operations, COVID-19 related and otherwise, health and safety are priorities. Considering HU's focus on these priorities, a commitment has been made to both mitigating risk and clearly defining protocols to efficiently and responsibly assist those that exhibit symptoms or test positive for COVID-19. To put action steps to these priorities, Operational Guidelines have been developed that incorporate recommended best practices and common protocols. While this document will certainly provide guidance and direction, there is an inherent need to be diligently flexible and flexibly vigilant when it comes to facing the continuing and unique challenge that COVID-19 presents.

If an employee tests positive for COVID-19, the employee must report this to the Human Resource Manager in the Business Office, as well as his/her direct supervisor. The employee should also stay home and follow the recommendations of his/her healthcare provider. A return to work will require satisfying all the criteria set forth by local, state, and federal agencies regarding the proper isolation period. The employee's calendar, primary workspace location, and general areas of responsibility will be considered when conducting contact tracing analysis. The University will also contact the county department of health to confirm awareness of the test result and coordinate on appropriate action steps for both the individual employee and the University.

If an employee exhibits symptoms for COVID-19, the employee should stay home and follow the recommendations of his/her healthcare provider. The employee also should notify the Human Resource Manager in the Business Office, as well as his/her direct supervisor. A return to work will require satisfying all the criteria set forth by local, state, and federal agencies regarding the proper quarantine period, if a quarantine is necessary.

If an employee feels he/she was exposed to a person who has tested positive for COVID-19, the employee should report the details of the situation to the Human Resource Manager. The employee should monitor his/her symptoms closely. The self-monitoring checklist should be utilized at least daily in this circumstance. If the employee's exposure was identified as a close contact by the University or health department, the employee will quarantine (unless the employee is fully vaccinated and/or has tested positive within 90 days of exposure). The quarantine period will end after 7 days with a negative test result within the last 2 days of quarantine or after 10 days with no symptoms reported. If the employee's exposure was limited or distant, the employee will not be required to quarantine and will continue using the self-monitoring checklist as usual. Also, employees who have been fully vaccinated and/or have tested positive themselves within 90 days of a close contact exposure will not need to quarantine if not exhibiting symptoms.

If an employee feels he/she was exposed to a person who exhibits symptoms for COVID-19, the employee should report the details of the situation to the Human Resource Manager. The employee should monitor his/her symptoms closely. The self-monitoring checklist should be

utilized at least daily in this circumstance, and any onset of symptoms for the employee may prompt a quarantine and/or recommendation to complete testing.

The Human Resource Manager will report any employee who tests positive for COVID-19 to the Vice President for Finance and the Chief Operating Officer. The Human Resource Manager will also work with employees who may need to miss work due to illness and/or quarantine regarding use of benefit/medical leave days. Internal notification will be made to the University President, and the Human Resource Manager will work with the employee to arrange the proper approach for missed days of work. The Chief Operating Officer will serve as the community liaison and contact the Huntington County Department of Health to confirm reporting requirements have been satisfied.

Testing - Indiana

Testing is currently widely available and free. The website to register for ISDH/ Optum testing site is: <https://lhi.care/covidtesting>. The phone number to register is: 888-634-1116. The website for all testing sites in Indiana is: <https://www.coronavirus.in.gov/2524.htm>. If the State of Indiana changes its approach to testing, there may be options to pursue with local healthcare providers. University personnel can assist any individual who presents symptoms of COVID-19 with exploring options for testing. An on-campus testing clinic is also available on the main campus in Huntington. Any University student or employee may utilize this free testing option during its hours of operation.

Testing – Arizona

Students or employees that exhibit symptoms should first contact their primary care physician or medical provider. If a primary care physician or other appropriate medical provider is not available, guidance can be obtained by calling the 211 hotline or the Department of Health Services at 1-844-542-8201 or visiting <https://www.azdhs.gov/>.