

Huntington University Steps for a Positive **EMPLOYEE** COVID-19 Test

Huntington, Indiana Campus

Upon receiving notification of a positive test for an employee, Huntington University will:

- Communicate with need-to-know HU personnel to ensure proper information is provided. The personnel list receiving the communication will include, but not necessarily be limited to, Human Resources Manager, Chief Operating Officer, Vice President for Academic Affairs (if faculty), Vice President for Finance (if staff), and President.
- Recommend the employee seek medical care as needed. The employee is ultimately responsible for making this contact for medical care.
- Ensure the employee understands the need to isolate and not physically report to work or be on campus until the isolation period has ended.
- Notify the Huntington County Department of Health to confirm their knowledge of a positive test. This notification will be done by the Chief Operating Officer.
- Perform internal contract tracing to determine additional students, faculty, or staff that may need to be notified. The Chief Operating Officer will work with the Human Resources Manager to complete this process. All communications regarding contact tracing and COVID-19 will be developed or reviewed by University Relations and approved by the President.
- Determine the timeframe for the employee to physically return to work and campus. This will follow CDC recommended timelines, which is defined as follows: after at least 10 days since symptoms first appeared and at least 24 hours with no fever without fever-reducing medication and symptoms have improved.

The Huntington County Department of Health will complete official contact tracing processes (see information below).

HU Arizona

Upon receiving notification of a positive test for an employee, HU Arizona will:

- Inform the Director of Arizona Operations. The Director will communicate with the need-to-know personnel at the Huntington, Indiana campus. The personnel list receiving the communication will include, but not necessarily be limited to, Human Resources Manager, Chief Operating Officer, Vice President for Academic Affairs (if faculty), Vice President for Finance (if staff), and President.
- Recommend the employee seek medical care as needed. The employee is ultimately responsible for making this contact for medical care.

- Ensure the employee understands the need to isolate and not physically report to work or be in the facility until the isolation period has ended.
- Perform internal contract tracing to determine additional students, faculty, or staff that may need to be notified. The Chief Operating Officer will work with the Human Resources Manager and Director of Arizona Operations to complete this process. All communications regarding contact tracing and COVID-19 will be developed or reviewed by University Relations and approved by the President.
- Determine the timeframe for the employee to physically return to work and the facility. This will follow CDC recommended timelines, which is defined as follows: after at least 10 days since symptoms first appeared and at least 24 hours with no fever without fever-reducing medication and symptoms have improved.

The Maricopa County Department of Public Health will complete official contact tracing processes (see information below).

HU Fort Wayne

Upon receiving notification of a positive test for an employee, HU Fort Wayne will:

- Inform the OTD Director. The Director will communicate with the need-to-know personnel at the Huntington, Indiana campus. The personnel list receiving the communication will include, but not necessarily be limited to, Human Resources Manager, Chief Operating Officer, Vice President for Academic Affairs (if faculty), Vice President for Finance (if staff), and President.
- Recommend the employee seek medical care as needed. The employee is ultimately responsible for making this contact for medical care.
- Ensure the employee understands the need to isolate and not physically report to work or be in the facility until the isolation period has ended.
- Perform internal contract tracing to determine additional students, faculty, or staff that may need to be notified. The Chief Operating Officer will work with the Human Resources Manager and OTD Director to complete this process. All communications regarding contact tracing and COVID-19 will be developed or reviewed by University Relations and approved by the President.
- Determine the timeframe for the employee to physically return to work and the facility. This will follow CDC recommended timelines, which is defined as follows: after at least 10 days since symptoms first appeared and at least 24 hours with no fever without fever-reducing medication and symptoms have improved.

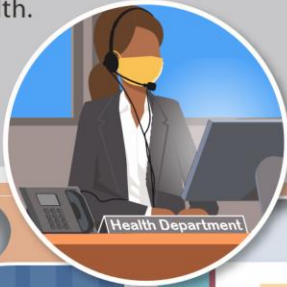
The Allen County Department of Health will complete official contact tracing processes (see information below).

Contact Tracing: Do your part to keep your family, friends, and community safe.

WHAT YOU CAN EXPECT TO HAPPEN DURING CONTACT TRACING IF YOU HAVE BEEN DIAGNOSED WITH COVID-19.

1

If you have been diagnosed with COVID-19, a public health worker will call you to check on your health.



They will ask you who you've been in contact with and where you spent time while you were sick and may have spread COVID-19 to others.

Any information you share with public health workers is **CONFIDENTIAL**.

This means that your personal and medical information will be kept private.

2

You will also be asked to **stay at home and self-isolate**, if you are not doing so already.

Self-isolation means **staying at home in a specific room away from other people and pets, and using a separate bathroom, if possible**.

Self-isolation helps slow the spread of COVID-19 and can keep your family, friends, and community safe.



3



If you need support or assistance while self-isolating, the health department or a local community organization **may be able to provide assistance**.

Continue to monitor your health. **If your symptoms worsen or become severe, you should seek medical care.** Severe symptoms include trouble breathing, persistent pain or pressure in the chest, confusion, inability to wake or stay awake, or bluish lips or face.

CONTACT TRACING: WHAT TO EXPECT IF YOU MAY HAVE BEEN EXPOSED TO SOMEONE WITH COVID-19

1

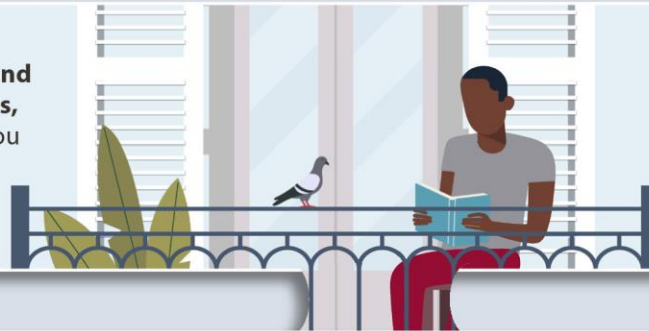
If you have been in close contact with someone who has COVID-19, a public health worker will call you to inform you that you may have been exposed to COVID-19.



Any information you share with public health workers is **CONFIDENTIAL**. This means that your personal and medical information will be kept private.

2

You should stay at home and self-quarantine for 14 days, starting from the last day you were possibly exposed to COVID-19.



Self-quarantine means staying home, monitoring your health, and maintaining social distancing (at least 6 feet) from others at all times.

3

The public health worker can provide information about COVID-19 testing in your area.

If you need support or assistance with self-quarantine, your health department or community organizations may be able to provide assistance.



4

You should take your temperature twice a day, watch for fever and other symptoms of COVID-19, and notify your health department if you develop symptoms.



If you become ill during the 14 days of self-quarantine, you should notify the health department and seek medical care if your symptoms worsen or become severe. Emergency warning signs include **trouble breathing, persistent pain or pressure in the chest, confusion, inability to wake or stay awake, or bluish lips or face.**

5



We can all work together to help slow the spread of COVID-19.

Do your part to keep your family and your community safe: **Answer the call to slow the spread.**

