



Response to POSITIVE TEST for COVID-19

EMPLOYEE

- If you are sick and think or know you have COVID-19, stay home/go home immediately
- Stay home if you receive a positive test result for COVID-19
- Notify supervisor, department chair or equivalent unit lead
- Provide work history including last day/time present in the work environment, including room locations and areas where you were present in buildings
- Prepare a list of coworkers and vendors/contractors you had close contact with in the 48 hours before the test or onset of illness. Close contact means within 6 feet distance for >15 minutes (if you test positive, the health department will need this information for contact tracing)
- Do NOT return to work until cleared by local health department and University Physician

DEPARTMENT CHAIR/UNIT LEAD

- Notify the following immediately; be prepared to provide verified employee contact information and as much work history as known at the time.
 - Office of the University Physician
 - 517-353-8933
 - uphys@msu.edu
 - Environmental Health and Safety (EHS)
 - East Lansing and Flint: 517-355-0153
 - Grand Rapids -Dave Monsma: 616-329-5306
 - ehs@msu.edu
 - In Grand Rapids or Flint, also notify CHM Director of Operations Brian Jespersen: 269-352-5272
- Notify individuals in potentially impacted area of concerns while maintaining privacy of the employee to the extent possible
- Do not permit an employee who has tested positive to return to work until cleared by the local health department and University Physician
- Maintain a record of all actions taken; keep separate from personnel file.

UNIVERSITY PHYSICIAN/LOCAL HEALTH DEPARTMENT

- Will contact the employee to provide information and guidance and to gather additional information for contact tracing
- University Physician's office staff will contact local health department
- University Physician office staff will contact Department Chair/Unit Lead with guidance after information has been gathered on positive test from employee
- Will clear the employee to return to work

CDC guidance regarding COVID-19: <https://www.cdc.gov/coronavirus/index.html>