

EMPLOYEE AND SUPERVISOR GUIDANCE: WHAT STEPS TO TAKE FOR A POSSIBLE OR CONFIRMED COVID-19 ILLNESS IN A NON- CLINICAL, NON-HOUSING UNIVERSITY BUILDING

The following guidance recommends actions for students, faculty, and staff working in academic, research, or administrative university buildings (non-clinical), who are close contacts of an infected person, or who suspect, or have confirmed, that they have COVID-19. These actions are intended to protect the health and safety of other building occupants and are not medical guidance.

What is an exposure?

For COVID-19, a [close contact](#) is defined as any person who was within 6 feet of an infected person for a cumulative total of at least 15 minutes over a 24-hour period, starting from 2 days before illness onset or a positive test and until the time the person is isolated, whether or not face coverings were being worn.

Close contact also includes instances where there was direct contact with infectious bodily fluids (like being coughed on), direct physical contact with the person (touching, hugging, or kissing), or touching a surface or object that may have been contaminated with the virus (shared door handles or tables, eating or drinking utensils, for instance) without proper personal protective equipment (PPE). Heavy breathing, such as [during exercise](#), or talking loudly, singing or shouting, may increase the distance that virus particles spread and increase the risk of virus transmission.

Close contact generally does not include brief interactions, such as walking past a person.

What to do if there was an exposure or possible exposure?

If you meet this definition of a close contact, you may be contacted by Salt Lake County Health Department or University of Utah Contact Tracing Team. You might see a missed call from an unknown Utah-based phone number. Please know that if you don't pick up, we will email your UID email address and/or send a text. Please check these regularly. If you believe it is likely that you have been exposed to someone with COVID-19, such as being in the same household, please follow the instructions below.

Vaccinated persons with an exposure to someone with suspected or confirmed COVID-19 are not required to [quarantine](#) if they meet all the following criteria:

- Are fully vaccinated (i.e., ≥ 2 weeks following receipt of the second dose in a 2-dose series, or ≥ 2 weeks following receipt of one dose of a single-dose vaccine)
- Have remained asymptomatic since the current COVID-19 exposure
- Are enrolled in the active monitoring program through University Contact Tracing Team. During active monitoring, the exposed will monitor their symptoms and temperature for 14 days and report the results. Mark "exposed" to the question about COVID-19 status or test results on the [Self-Report Form](#) to initiate this process.

People who have not been vaccinated should complete the [Self-Report Form](#), mark 'exposed' to the question about COVID-19 status, and immediately follow current [quarantine guidance](#) after exposure to someone with suspected or confirmed COVID-19.

Note: *Vaccination status is not protected information under HIPAA and if you are asked by your supervisor/employer, you must provide this information.*

Instructions for Supervisors/Advisors:

While employees or students who suspect they may have COVID-19 should fill out the [Self-Report Form](#) themselves, supervisors or faculty advisors may also report suspected or known cases of COVID-19 for their employees/students using the COVID-19 [Self-Report Form](#). The U of U Contact Tracing Team will merge any duplicate reports.

For confirmed COVID-19 cases (positive test results), official identification and notification of “close contacts” will be made by contact tracers from either the Salt Lake County Health Department or University of Utah.

The Supervisor/Faculty Advisor should:

- Let close contacts within the potentially impacted area of the infected person know that somebody they may have been exposed to (without disclosing the name) has been identified as having COVID.
- Consider relocating individuals until the area has been cleaned. The identity of the sick person should only be shared if they have expressly given permission.
- Notify the department head and the building manager.

Instructions for Students, Faculty/Advisors and Staff

1. If you are **unvaccinated** and have had close contact with someone, or if you are a member of the same household or residence as someone who is confirmed positive for COVID-19, and you don't have symptoms, then you must do the following:
 - Quarantine for 14 days at home. Begin quarantine on the date that you last saw the person who tested positive for COVID-19. Quarantine is a public health term that describes people who are not yet sick, but who have been exposed to COVID-19, and are separated from the general population so they don't unintentionally infect somebody else.
 - You should monitor your health for fever, cough and shortness of breath, or [other symptoms](#) of COVID-19, during the 14 days after the last day you were in close contact with the person sick with COVID-19. According to the CDC, the most common symptoms are:
 - Fever or chills
 - Cough, shortness of breath or difficulty breathing
 - Fatigue
 - Headache, muscle or body aches
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting, diarrhea
 - Stay at home for the 14-day quarantine period, except to go to doctor's appointments. If possible, stay away from others within your home, especially people who are at [higher risk](#) for getting very sick from COVID-19.
 - Active Monitoring is an option for reducing quarantine to 10 days and has been approved by CDC and the Utah Department of Health. During active monitoring, you will monitor your symptoms and temperature for 14 days and report the results. Mark 'exposed' to the question about COVID-19 status or test results on the [Self-Report Form](#) to initiate this process.
 - Contact your healthcare provider or call the U Health COVID-19 hotline (801-587-0712) for testing advice. It is generally recommended to wait 3-5 days after the exposure to get tested.
 - The Salt Lake County Health Department or University Contact Tracing Team may also ask you to get tested for COVID-19, even if you don't feel sick.

- If you test negative for COVID-19 or feel healthy, you must continue to quarantine at home since symptoms or the presence of a detectable virus may take up to 14 days after exposure to appear.
- 2. If you are *vaccinated* and have had close contact with someone, or if you are a member of the same household or residence as someone who is confirmed positive for COVID-19, and you don't have symptoms, then you must do the following:**
- You do NOT need to quarantine. However, you should enroll in active monitoring with the University Contact Tracing Team by marking 'exposed' to the question about COVID-19 status or test results on the [Self-Report Form](#). During active monitoring, you will monitor your symptoms and temperature for 14 days and report the results.
 - In addition, you will wear a mask for the 14 days that you are monitoring your symptoms.
 - You may get tested 3-5 days after your exposure.
- 3. If you are *vaccinated or unvaccinated and have symptoms (coughing, fever, respiratory distress, flu or cold symptoms), suspect that you have COVID-19, or have tested positive for COVID-19 you must:***
- Isolate at home, beginning on the date that you tested positive, or you become symptomatic (whichever is first) for at least 10 days. Isolation is a public health term that means that people who have symptoms of COVID-19 and/or test positive for COVID-19 are separated from the general population until they are no longer infectious.
 - Complete the COVID-19 [Self-Reporting Form](#).
 - Call your primary care physician or health care provider for guidance on appropriate action to take.
 - Get tested for COVID-19, if you haven't already done so. Either your health care provider or the U Health COVID-19 hotline (801-587-0712) can refer you for testing.
 - Notify your immediate supervisor, informing them of your condition and University locations you have frequented for the period up to 2 days prior to becoming symptomatic. Once you have received the results of the diagnostic test, contact your supervisor and update the [Self-Reporting Form](#).
 - Regardless of the COVID-19 test results, you should not return to work/campus until 10 days after your symptoms began, your symptoms have improved, and you are fever-free for at least 24 hours (without fever-reducing medications).
- 4. When can I come back to work?**

For people who are diagnosed with COVID-19 or are contacts of COVID-19 patients, current CDC guidance is that you can stop home isolation or quarantine under the following conditions:

If you are unvaccinated, exposed to a person with COVID-19 and test negative:

- 14 days following the last day you had contact with the case or 10 days if you are enrolled in Active Monitoring through the University Contact Tracing Team.

If you think or know you had COVID-19, and had symptoms, you can return to work 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. (*Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation.*)

Note: Some people may require a longer period of isolation. People who are severely ill with COVID-19 might need to stay home longer than 10 days and up to 20 days after symptoms first appeared.

[Persons who are severely immunocompromised](#) may require testing to determine when they can be around others. Please talk to your healthcare provider for more information. If testing is available, it may be recommended by your healthcare provider. Your healthcare provider will let you know if you can resume being around other people based on the results of your testing.

If you tested positive for COVID-19 but had no symptoms, you can return to work after:

- 10 days have passed since test

If you develop symptoms after testing positive, you can return to work 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. *(Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation.)*