Health Assessment Form
Supervisor Guidance

If an employee answers yes to any of the self-assessment questions, they should stay home, contact their supervisor, and seek guidance from their health care provider.

- Employees are not required to disclose to their supervisor the reason that they are unable to be present on campus.

If an employee believes they’ve been exposed to COVID-19 and develops symptoms, they should call their health care provider for medical advice, including whether or not they should be tested for COVID-19.

- An employee being tested for COVID-19 should self-quarantine until cleared by test results.

If an employee has a confirmed case of COVID-19, public health will reach out to initiate the tracing process.

- Neither employees nor supervisors should reach out to everyone they think might be a contact, including persons from the institution, as this may create panic and misinformation.
- Public health authorities work with each case to identify close contacts and then reach out to those contacts about what they should do.
- Further sharing of information regarding specific circumstances will be determined by public health authorities.

What obligation does a supervisor have to inform their staff of a confirmed case of COVID-19 in the department?

- Information about an employee’s health cannot be shared. Employee health information is considered protected information and considered confidential by law.

Employees are encouraged to limit non-essential, personal travel. If an employee travels outside their community and was unable to follow public health orders it is recommended that they self-quarantine for 14 days before returning to campus.

- All employees are expected to adhere to public health orders.
- If an employee’s personal travel has impacted their ability to work due to a required public health order self-quarantine and they are not eligible to telecommute, then the employee must contact their supervisor for guidance and approval to use accrued paid time off or any available COVID-19 leave.

What documentation does an employee need to return to work after a confirmed case of Covid-19?

- Public Health Department Release from Isolation form (employee should direct this form to the HR office)

Supervisors should contact the Office of Human Resources and Workforce Diversity if they have additional questions.