



UNIVERSITY of WISCONSIN  
GREEN BAY

# 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.

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