

COVID-19 Employee Reporting Procedure as of 3/30/2020

Applicability of the Procedure: This reporting procedure applies to employees who have worked on campus in the past 14 days. Employees working remotely more than 14 days still need to follow human resources policies for reporting exception time when they are unable to work for COVID-19 related reasons.

1. If an employee who has worked on campus in the past 14 days is sick with COVID-19 symptoms **(DIFFICULTY BREATHING>COUGH>FEVER)** they should stay home, notify their supervisor, and call their health care provider.
 - a. If the employee comes to work sick, they must be sent home immediately. Supervisors should contact Labor & Employee Relations at 656-3150 or uvmler@uvm.edu if an employee refuses to go home.
2. If employee is not sick with COVID-19 symptoms, but concerned about possible close contact with someone who has COVID-19, employee should contact their health care provider for guidance.
3. If employee has been directed by their doctor or the health department to stay home as a result of COVID-19, they should notify their supervisor of the need to be out of work.
4. Upon learning of an employee who is known or presumed to be sick with COVID-19, Supervisor will call Center for Health & Wellbeing (CHWB), 656-0863. CHWB will determine if the situation warrants the contact tracing for UVM affiliates.
 - a. If other employees need to be contacted, CHWB will contact them with guidance.
5. Supervisor sends the [COVID-19 tracking form](#) to the employee to fill out.
6. Supervisor and employee communicate throughout to support the employee and prompt them to update the COVID-19 tracking form if their status has changed.
7. Employee reports exception time used in PeopleSoft or Kronos. All exception time used for COVID-19 related purposes must be tracked. Human Resources will be supplying further guidance on this in the coming week.
8. Employee communicates with supervisor when they are able to return to work. Employee is able to return based on their primary care provider's guidance and does not need a Dr.'s note.
 - a. Employee is only able to return to work after a minimum of 7 days has passed from the date their symptoms started **and** has not had a fever for 72 hours off any fever reducing medication **and** has seen improvement in symptoms.

Note. Due to the rapidly evolving COVID-19 situation, this procedure may change.