INSTRUCTIONAL GUIDE FOR EMPLOYEES
for notification and communication of a COVID-19 positive test
Includes: faculty, staff, postdocs, fellows, trainees

How to report COVID-19 situations:
- **CALL:** The Emory Healthcare COVID-19 Information and Nurses Line at 404.71.COVID (404.712.6843) to gain access to an evaluation and testing with the assistance of Emory Healthcare.
- **NOTIFY:** Immediate supervisor
- **(ALT CALL):** If accessing a COVID-19 test from a testing facility outside of Emory Healthcare (i.e., public health facility), employee must call the Office of Injury Management (OIM) at 404.686.8587 to report results.
  *Family or others should notify for employees who are hospitalized or otherwise incapacitated.

If an Employee . . .
- Tests positive or has symptoms of COVID-19; or
- Is identified as a close contact of someone who tests positive for COVID-19 (contacted by the Department of Public Health or Emory’s Contact Tracing Unit).

Then . . .
- Employee calls the COVID-19 Information and Nurses Line or his/her medical provider for a test (if not yet tested, is symptomatic, or has been exposed).
- Notifies supervisor.
- Isolates or quarantines at home until cleared to return to work (10–14 days, depending upon exposure) by OIM.
- Seeks medical care if symptoms worsen.

**IMPORTANT CONTACTS**
- Emory Healthcare COVID-19 Information and Nurses Line: 404.71.COVID (404.712.6843)
- Emory Occupational Injury Management Office (OIM): 404.686.8587

**STAY SAFE REMINDERS**
- Stay home if you have fever or are not feeling well
- Avoid large gatherings
- Practice physical distancing
- Wear appropriate face coverings
- Practice good hand hygiene
- Telework when possible

**DEFINITIONS**
- **Close contact:** Within 6 feet of a COVID-19 positive (COVID+) person for 15 minutes or longer (rules for health care personnel differ if wearing PPE).
- **Quarantine:** Separates those who have been exposed to a COVID+ individual and equals date of last close contact, plus 14 days.
- **Isolation:** Separates those who are confirmed COVID+ and equals 10 days have passed since symptoms first appeared and at least 24 hours since last fever without fever-reducing medications; and 10 days have passed since the date of positive COVID-19 test for asymptomatic individuals.