INSTRUCTIONAL GUIDE FOR SUPERVISORS

for notification and communication of a COVID-19 positive test

**If an employee reports COVID-19 symptoms:**

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain or body aches
- Sore throat
- Loss of taste or smell (without a stuffy nose)
- Headache
- Congestion or runny nose
- Nausea, vomiting, or diarrhea

**Then . . .**

- **CALL:** The Emory Environmental Health and Safety office at 404.727.2888 to request disinfection of the work site or lab.
- **COMMUNICATE:** Communicate directly with all others in the unit/lab/department that a person tested positive using the COVID-19 template letter (must protect confidentiality). If unit leaders feel it is necessary to communicate with others prior to a test result, they can do so using the illness template letter. The template letters should be sent PRIOR to scheduling Environmental Services to clean the area.
- **NOTIFY:** If the unit/lab/department is located in a multi-use, shared building, notify other unit/lab/department leaders within the same facility.
- **NOTIFY:** School/business unit leadership and school/unit HR office of the occurrence.

* Health information is protected; do not disclose names or other identifiers.

**If an employee reports a positive COVID-19 test**

**Then . . .**

- **CALL:** The Emory Environmental Health and Safety office at 404.727.2888 to request disinfection of the work site or lab.
- **COMMUNICATE:** Communicate directly with all others in the unit/lab/department that a person tested positive using the COVID-19 template letter (must protect confidentiality). If unit leaders feel it is necessary to communicate with others prior to a test result, they can do so using the illness template letter. The template letters should be sent PRIOR to scheduling Environmental Services to clean the area.
- **NOTIFY:** If the unit/lab/department is located in a multi-use, shared building, notify other unit/lab/department leaders within the same facility.
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**If an employee reports that a member of his/her household has tested positive for COVID-19**

**Then . . .**

- Advise the individual to report the situation to OIM to seek guidance and need for return-to-work clearance.

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**IMPORTANT CONTACTS**

- Emory Healthcare COVID-19 Information and Nurses Line: 404.71.COVID (404.712.6843)
- Emory Environmental Health and Safety office (EHSO): 404.727.2888
- Emory Occupational Injury Management office (OIM): 404.686.8587

**ENCOURAGE EMPLOYEES TO**

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

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