

## 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 ...

- Send the employee home and provide instructions for seeking advice from the Emory Healthcare COVID-19 Information and Nurses Line;
- Call Environmental Services for cleaning and guidance about the need to close off the area used by the sick person; and
- Use the illness template letter to notify co-workers in the unit/lab/department while maintaining confidentiality.

*\* 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.
- **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 that a member of his/her household has tested positive for COVID-19

#### Then ...

- Advise the individual to report the situation to the COVID-19 Information and Nurses Line to seek guidance and speak to an employee contact tracer for return-to-work clearance.

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

### 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