

**EMPLOYEE REPORTS ILLNESS TO SUPERVISOR**

If the employee is on campus, request they put on a mask, sanitize hands and go directly home. It is recommended they minimize contact with others and complete the AHS online assessment for consideration of a covid test or call 811 for assistance.

If the employee is not on campus, it is recommended they complete the AHS online assessment for consideration of a covid test or call 811 for assistance.

**IF THE EMPLOYEE COMMUNICATES COVID TEST RESULTS**

**Negative Result:**  
They can return to campus once symptoms resolved.

**Positive Result:**  
They must follow AHS direction and not return to campus for minimum of 10 days from symptom onset or until symptoms resolve, whichever is longer

**COVID Positive—Case Management**

**The Supervisor should ask & document the following:**

- When was the last time the employee was on campus?
- When did the symptoms start?
- Are they aware of any employees they may have had close contact with.
- Were they in any other areas of the college during infectious period

Supervisor provides direction regarding working from home or sick leave options. Request employee provide updates.

Supervisor manages the absence and reports positive test results, associated information and updates to the Occupational Health & Safety Manager to assist with case management and support.

**IF THE EMPLOYEE IS NOT TESTED;  
DOES NOT DISCLOSE TEST RESULTS  
OR SYMPTOMS**

They must not return to campus for minimum of 10 days from symptom onset or until symptoms resolve, whichever is longer.

**Please note:** Employees are not obligated to disclose the result of a covid test. It is appreciated if they share the information as it enables MHC to determine if any possible close contact notifications or additional preventative measures are required to reduce the risk of virus transmission on campus.