MANAGING EMPLOYEE HEALTH AND SAFETY

Guidance on how to respond if a member of your team is feeling ill or discloses that they were potentially exposed to COVID-19.

U of SC South Carolina

MANAGING EMPLOYEE HEALTH AND SAFETY

What if a member of my team is exposed or diagnosed with COVID-19?

Employee Responsibility:

- The employee must call the University's Coronavirus Phone Bank at **803-576-8511** to notify the university that they have tested positive for COVID-19. Phone Bank personnel will walk the employee through the isolation protocol and initiate contact tracing.

- The employee must call Environmental, Health and Safety (EHS) at **803-528-8191** to provide information why they believe their illness could be a potential workplace illness. EHS will investigate and determine if the potential illness meets OSHA reporting requirements.

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Supervisor Responsibility:

- Protect the privacy of the employee
- Don't assume that your whole team needs to quarantine
- Call the Coronavirus Phone Bank at **803-576-8511** to ensure employee reported their diagnosis and receive additional guidance
- Consult with your building/facility operations team about enhanced cleaning
- Assist the employee and your HR contact as needed
- Reach out to Environmental Health and Safety at **803-528-8191** if there is any question of workplace exposure (OSHA)

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- Contact tracers will work with the employee to evaluate who they may have been in close contact with, starting 48 hours before symptoms or test date

- **Retesting is not required,** and supervisors should not set their own criteria for return

- However, supervisors **can require** documentation of clearance to return to work.
  - Employees who are positive will be declared recovered by medical professionals when they meet the DHEC criteria for recovery. The most common length of isolation is 10 days from the start of illness.
  - Employees who have been exposed will be quarantined for 14 days from their last contact with the individual who is infected.

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RESOURCES:

- COVID-19 Information for Supervisors

- UofSC Novel Coronavirus (COVID-19) website

- Student Health Services

- Coronavirus Phone Bank: **803-576-8511**

- Environmental Health and Safety **803-528-8191**

South Carolina