

# COVID-19 EMPLOYEE DECISION TREE

## ARE YOU EXPERIENCING SYMPTOMS OF COVID-19?

YES

- Notify your supervisor. Get tested and isolate at home while you await results. Do not come to campus. Stay away from people you live with.
- Monitor your symptoms. If you have an emergency warning sign (including trouble breathing), seek emergency medical care immediately.
- If you test positive:
  - Notify your supervisor and Human Resources at 814-393-2235.
  - Isolate at home for 5 days. Day 1 is the day after your symptoms appeared.
  - You can end isolation after day 5 if your symptoms have resolved or are resolving, including being fever-free for 24 hours without medication.
  - Wear a mask around others through day 10. Avoid places where you are unable to wear a mask such as gyms or restaurants.
- If you test negative, continue to avoid others until your symptoms improve to prevent the spread of your illness.
- If you are unable to work from home, the following leave options are available: Annual, personal, sick, compensatory or request leave without pay.

### KNOW THE SYMPTOMS OF COVID-19

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

- Wear a mask around others through day 10. Avoid places where you are unable to wear a mask such as gyms or restaurants.
- Monitor for symptoms of COVID-19.
  - If you develop symptoms, get tested immediately and isolate while you await results.
  - If you remain symptom-free, get tested at least 5 days after exposure. (If you have previously tested positive in the last 90 days and are symptom-free, you do not need to get tested after close contact).
- If you test positive:
  - Notify your supervisor and Human Resources at 814-393-2235.
  - Isolate at home for 5 days. Day 1 is the day after your symptoms began or the day after your test was collected if you are asymptomatic.
- If you test negative, continue to wear a mask around others through day 10.

Have you been fully vaccinated and received your booster, if eligible, or have you previously tested positive in the last 90 days?

YES

YES

- Notify your supervisor. Stay home and quarantine for 5 days after your last contact with the person who has COVID-19. Do not come to campus and avoid other members of your household.
  - If you are living with someone who has tested positive, you will need to quarantine for the duration of their isolation period first. Your 5-day quarantine begins the day after their isolation ends.
- Monitor for symptoms of COVID-19.
  - If you develop symptoms, get tested immediately and isolate while you await results.
  - If you remain symptom-free, get tested at least 5 days after exposure.
- If you test positive:
  - Isolate at home for 5 days. Day 1 is the day after your symptoms began or the day after your test was collected if you are asymptomatic.
- If you test negative, continue to wear a mask around others through day 10. Avoid places where you are unable to wear a mask such as gyms or restaurants.
- If you are unable to work from home, the following leave options are available: Annual, personal, sick, compensatory or request leave without pay.

NO

Have you been in close contact with someone who has COVID-19? (within 6 feet for a cumulative total time of 15 minutes or more over a 24-hour period)

NO

Have you tested positive for COVID-19?

NO

No action is needed. Continue to monitor your health. If you develop symptoms, get tested.

YES

- Notify your supervisor and Human Resources at 814-393-2235.
- Stay home and isolate for 5 days. Do not come to campus and stay away from people you live with.
- If you remain symptom-free, you can end isolation after 5 days have passed since you had a positive test for COVID-19. Day 1 is the day after your test was collected.
- If you develop symptoms after testing positive, stay home for 5 full days after the onset of symptoms. Day 1 is the day after your symptoms began.
  - You can end isolation after day 5 if your symptoms have resolved or are resolving, including being fever-free for 24 hours without medication.
- Wear a mask around others through day 10. Avoid places where you are unable to wear a mask such as gyms or restaurants.

### Questions?

Contact the Human Resources office at 814-393-2235 or visit [www.clarion.edu/covid](http://www.clarion.edu/covid)