Supervisor COVID-19 Reporting Procedure and Resources

This document serves as a guideline for supervisors at SUNY Oswego. Please contact Human Resources at (315) 312-2230 or via email at hr@oswego.edu for additional guidance and/or refer to the Oswego Forward website. Please remember that Human Resources cannot provide medical advice.

Symptoms of COVID-19 include:

- Fever over 100.4 Fahrenheit 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

Daily Health Screening:

All employees working on campus must complete the SUNY Oswego Daily Employee COVID-19 Health Screening prior to reporting to campus, or within the first hour of physically reporting to the workplace. *Any symptomatic employee should not report to work*.

Symptomatic Employees Working on Campus:

For emergency medical attention, 911 should be called and the dispatcher notified that the employee is experiencing symptoms that may be COVID-19.

The employee should leave work and be advised to contact their healthcare provider about their symptoms.

Employees may also contact one of these hotline numbers:
- Oswego County COVID-19 Hotline (315-349-3330)

- Upstate University Hospital Regional Triage Line for COVID-19 (available from 7:00 a.m. until 11:00 p.m. (315-464-3979)
- New York State Covid-19 Hotline (1-888-364-3065)

If the symptomatic employee is tested for COVID-19, the employee should not physically come to campus (working remotely if able to do so) until they receive their test results.

Notify HR by completing the COVID-19 Supervisor Reporting [online form](#).

Obtain a return to work statement from the employee's medical provider prior to the employee reporting to work and forward a copy to eehealthscreen@oswego.edu. Employee should be advised to communicate with supervisor status and return to work date.

Confirmed COVID-19 Positive Employee Working on Campus:
The employee should follow directions provided by their healthcare provider and/or their local Department of Health (i.e. isolation orders).

Notify HR by completing the COVID-19 Supervisor Reporting [online form](#).

The employee can return to campus upon expiration of isolation orders.

As indicated in the Oswego Forward plan, when an employee that is physically present on campus is known to be positive, their office will be closed for no less than three days/72 hours before custodial staff will enter the room and do a thorough disinfectant cleaning according to CDC Guidelines. In the event the employee tests positive, contact Facilities Services by completing an [online service request form](#) or call x3200 for questions.

If there is concern about a specific situation, such as others whom the symptomatic employee may have been around, you are encouraged to direct employees to contact one of the hotline numbers to consult as needed.

If another employee is identified as a [close contact,](#) they would receive a call from NYS Contact Tracing and should answer the phone.

Symptomatic Employee Tests Negative:
An employee should submit a negative test result to eehealthscreen@oswego.edu.

The employee can return to campus once their symptoms have resolved.

Other Possible COVID-19 Exposure:

If an employee working on campus receives an isolation or quarantine order from the Department of Health, ask the employee to submit this documentation to eehealthscreen@oswego.edu.

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