Supervisor Protocol for COVID-19 – FAQs

This document is to serve a guideline for supervisors at SUNY Oswego. Please note this is a guideline and not meant to encompass all possible scenarios. Please follow the guidelines below. If you need additional guidance consult with HR or Health Services.

Please remember that symptoms of COVID-19 include:
- Fever,
- Cough,
- Shortness of breath
- Respiratory Infection/distress
- Loss of smell and taste

Any symptomatic employee should not report to work.

Human Resources (HR) should be contacted if an employee is symptomatic or tested positive, regardless of whether that employee is working remotely or on campus.

Q. What should I do if an employee that I supervise notifies me that they are having symptoms?

A. The following should be done:

- If urgent medical attention is needed, 911 should be called and the dispatcher notified that the employee may have COVID-19 Symptoms.

- The employee should be asked to leave work and advised to call their healthcare provider and/or one of the following hotline numbers so they can discuss potential testing:
  - Oswego County Health (315-349-3330)
  - Upstate University Hospital Triage Line (315-464-3979)
  - NYS Department of Health Hotline (888-364-3065)

- The employee should self-quarantine as a precaution for 14 days.

- Notify HR and Campus Health Services by completing this online form.

- Contact Facilities Services by completing an online service request form (https://www.oswego.edu/facilities-services/service-requests) to properly clean the person’s work area in accordance with CDC standards (if the employee was physically present on campus).
If there is concern about a specific situation, such as others whom the symptomatic employee may have been around, you are encouraged to contact one of the hotline numbers to consult as needed.

**Q. What should I do if an employee I supervise notifies me, who previously had symptoms, that they tested negative?**

**A.** The following should be done:

- If the employee tests negative, ask the employee to provide documentation of negative test result to HR.
- Direct employee to return to work upon recovery.

**Q. What should I do if an employee under my supervision tests positive for COVID-19?**

**A.** The following should be done:

- The employee should self-quarantine as directed by their healthcare provider and/or the department of health (14 days).
- Determine if an employee had potential direct contact (i.e. within 6 feet) with other employees and/or students.
- Notify HR and Campus Health Services by completing this [online form](https://www.oswego.edu/facilities-services/service-requests).
- Ask employee to provide documentation of a positive test result to HR.
- As a precaution, either the appropriate Health Department, HR and/or Health Services will be in touch with other employees and/or students that may have had direct contact with the individual.
  - They will be asked to seek testing and/or be directed to self-quarantine as a precaution.
  - They will be encouraged to call the appropriate Health Department for consultation.
- Contact Facilities Services by completing an online service request form ([https://www.oswego.edu/facilities-services/service-requests](https://www.oswego.edu/facilities-services/service-requests)) to properly clean the person’s work area in accordance with CDC standards (if the employee was physically present on campus).
Q. What should I obtain from an employee under my supervision before they return to work if the person has tested positive for COVID-19?

A. The following should be done:

- Please obtain a return to work statement from the employee’s medical provider and/or from the appropriate Health Department prior to the employee reporting to work.
- This documentation needs to be sent directly to the supervisor.

Q. What should I obtain from an employee under my supervision before they return to work if they have been symptomatic?

A. The following should be done:

- Ensure the employee has been away from work for the 14 day self-isolation period.
- Employee returns to work after satisfying a 14 day self-isolation period and symptoms have resolved.
- An employee may have been self-isolating due to having symptoms, but may not have been tested, seen by their healthcare provider, or have been in contact with the health department. If this is the case, the employee may not have a return to work statement.

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