

COVID-19 (Coronavirus) Employee Protocols/Supervisor Communication Guide

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All references in this document refer to absences or potential absences involving the Coronavirus. Please refer to employee guidebooks for all other absences.

In order to ensure a safe and healthy environment for the College Community, you must use the following protocols for all employees that present a confirmed or possible exposure to the Coronavirus. As Supervisors, many times you will be the person your employee immediately reports to if they are sick or believe they may have been exposed to the Coronavirus. Because you may be the first person to have contact with an employee, your guidance to the employee is critical and will help ensure that the College provides a safe environment for all employees. Please remember to keep all information confidential between you, the employee, and Human Resources. It is also important that you do not provide advice and/or counsel to your employees on their condition. Your conversation with the employee should be limited to discussing potential exposure to the Coronavirus and you should not discuss any other medical condition or disability with the employee. You can always refer the employee to Human Resources if you are unsure how to respond to questions.

We have created a COVID-19 Questionnaire that is located on the Employee Portal at: inside.cod.edu



Questionnaires will be automatically submitted to Human Resources upon completion and employees' status will be tracked as appropriate.

1. **Call in Sick:** If an employee calls in sick, the supervisor will use the COVID-19 questionnaire to acquire information. If an employee is not comfortable providing this information to their supervisor, refer them to Human Resources at 630-942-2460 or humanresources@cod.edu. A manager in Human Resources will be made available to speak to the employee to obtain the information.

Employees with Accrued Benefit Time

- Employees will use their accrued sick time while out sick. If they provide "yes" responses to any of the questions, they will need to submit a release to return to work.

Employees without Benefit Time

- If an employee is *not* eligible for paid sick time, they will continue to be paid for their regularly scheduled hours and are required to submit a doctor's note verifying that they are sick and a release to return to work.

2. **Self-Quarantine**

Signs / Symptoms of Illness: The College strongly encourages anyone showing signs and/or symptoms of respiratory illness as defined by the Centers for Disease Control or CDC (e.g., fever, coughing, shortness of breath, etc.) to stay home. Persons with signs and/or symptoms of respiratory illness should self-monitor their condition and seek medical attention as appropriate. If you self-quarantine, please follow the guidelines below.

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- If an employee believes they have been exposed to the Coronavirus and elects to self-quarantine, they will be expected to follow the *Guidelines for Self-Quarantine* at the end of this document. Employees will be required to submit a doctor's note releasing them to return to work.

If an employee's job can be performed remotely as assessed and approved by their supervisor, they will do so. If not, they will continue to be paid their regularly scheduled hours while off work for the time they are out.

- If after the 14th calendar day the employee does not have a release from their doctor to return to work, they will be required to use their accrued sick days until they submit a release from their doctor to return to work. If the employee is not eligible for paid sick days, they will not be paid for the time off and they must still submit a release from a doctor to come back to work.
- If during this time of self-quarantine, the employee becomes sick, then follow directions in #1 above.

3. **Employee Exhibiting Symptoms:** If a supervisor observes an employee exhibiting symptoms as provided by the CDC (see above) they will use the COVID-19 Questionnaire to acquire information. The supervisor will provide the employee's name to Human Resources by calling 630-942-2460 or emailing humanresources@cod.edu and the employee will be excused from work for the day and will need to submit a release to return to work.

If the employee is not comfortable providing this information to their supervisor, please refer the employee to contact Human Resources at 630-942-2460 or humanresources@cod.edu. A manager in Human Resources will be made available to speak to the employee.

- If employee provides "yes" responses to any of the questions, employee will use their accrued sick time while out and must submit a release from their doctor to return to work.
- If employee provides "yes" responses to any of the questions and they are *not* eligible for paid sick time, they will be required to submit a doctor's note and they will continue to be paid their regularly scheduled hours while off work. They must also submit a release from their doctor to return to work.

Doctor's notes and releases should be submitted to hrleaves@cod.edu or faxed to 630-942-4027.

Employees with questions or concerns related to symptoms, etc., may also contact the Illinois Department of Public Health at 1-800-889-3931 or DPH.SICK@ILLINOIS.GOV.

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Guidelines for Self-Quarantine

- Report any symptoms of COVID-19 immediately to the Illinois County Health Department at 1-800-889-3931.
- Stay home. Do not go to work, classes, athletic events, or other social or religious gatherings or public areas for 14 days.
- Limit contact with other people as much as possible. This includes isolating yourself as much as possible from anyone living in your residence. Avoid visitors to your home.
- Use a separate bathroom if possible, wear a face mask around others.
- Avoid sharing household items. Do not share drinking glasses, towels, eating utensils, bedding, or any other items until you are no longer under self-quarantine.
- Take your temperature with a thermometer two times a day and monitor for fever. Also, watch for cough or trouble breathing.
- Do not take public transportation, taxis, or ride-shares.
- Avoid crowded places (such as shopping centers and movie theaters) and limit your activities in public.
- Cover coughs and sneezes with your upper arm or a tissue. Never cough in the direction of someone else.
- Wash your hands with soap and water for at least 20 seconds, or use alcohol-based hand rubs after coughing, sneezing, or throwing a used tissue in the garbage.
- Keep your surroundings clean. Try to clean surfaces that you share with others, such as doorknobs, telephones, and bathroom surfaces (or any other object that you sneeze or cough on), with a standard household disinfectant such as Clorox wipes. Wash your hands after cleaning the area.
- It is also wise to restrict contact with pets until researchers know more about whether animals can contract the virus. If avoiding your pets is not an option, wear a facemask and wash your hands before and after interacting with the pet.
- When seeking medical care, call ahead and tell them about your symptoms before heading to the doctor's office or the emergency room.