Employee Self-Check

Purpose: To define the procedure by which researchers self-assess their health status prior to reporting to campus.

Scope: All UTHSC employees engaged in research activities on the UTHSC Memphis campus.

Applicability: All researchers on the UTHSC Memphis campus until notified otherwise.

Procedure:

1. Researchers diagnosed with COVID-19 are not permitted on campus until they meet UTHSC requirements for returning to work. Researchers that have come in close contact with an individual diagnosed with COVID-19 are not permitted on campus and must self-isolate for a period of 14 days and refrain from coming to campus. Close contact is defined as being within approximately 6 feet (2 meters) of a COVID-19 case for a prolonged period of time (>15 minutes) or having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on). Close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with a COVID-19 case.

2. Each day researchers are required to perform a personal health self-check for symptoms of COVID-19 prior to commuting to campus. During the self-check individuals should monitor and evaluate their health by assessing the following:
    - Fever
    - Cough
    - Shortness of breath or difficulty breathing
    - Sore throat
    - Headache
    - Muscle pain
    - New loss of taste or smell

3. Personnel that experience any of these symptoms or who have family members that experience these symptoms, and the symptoms are not attributable to another cause (e.g. unusual physical activity, recurring migraines, etc.), must report this to your supervisor, refrain from coming to campus, and seek the advice of a medical professional such as:
    - Personal health care provider

- Contact University Health Services during regular business hours at 901-448-5630 (do not go to the UHS clinic) or for staff go to https://uthsc.edu/health-services/home.php; for students go to https://uthsc.edu/student-health-services/
- Phone the Tennessee Department of Health's COVID-19 hotline at 877.857.2945

4. Individuals whose symptoms do not resolve within three business days must provide a physician note, as required by HR policy.
5. Researchers that develop COVID-19 or have come in close contact with someone diagnosed with COVID-19 must notify their supervisor and Human Resources by completing the UTHSC Human Resources COVID-19 Report Form.
6. If a supervisor has an employee that is diagnosed with COVID-19, please notify HR using the COVID-19 Form and have employee provide return to work clearance forms to Human Resources (**hr@uthsc.edu**).