

Supervisor Guidance for COVID-19 Case Management

Supervisors are responsible for providing appropriate work guidance to their employees. This includes facilitating their compliance with the latest UTHSC COVID-19 guidelines. This guidance is intended to support supervisors in meeting this responsibility.

Upon being informed that an employee under your supervision has tested positive for COVID-19 you must:

1. Direct them to remain off campus until cleared and permitted by University Health Services (UHS) to return.
2. Direct them to complete the [COVID-19 Reporting Form](https://uthsc.edu/health-services/home.php) at uthsc.edu/health-services/home.php.
3. Employees can confirm their isolation or quarantine dates with the [CDC calculator](#).
4. Do not provide the name of the employee that tested positive for COVID-19 to others.

Please refer to the following “Dos and Don’ts” when communicating with employees about a positive COVID-19 case or a report of COVID-19 symptoms in your work area:

DO	DON'T
DO direct your employee to complete the COVID-19 Reporting Form at uthsc.edu/health-services/home.php if they test positive for COVID-19 or have had close contact with someone that has tested positive for COVID-19.	DO NOT direct your employee to come to work if they are exhibiting symptoms or have tested positive for COVID-19. Employees must receive clearance prior to returning to campus.
DO ask an employee who tested positive to identify others on campus with whom they have had close contact (within 6 feet for 15 min. or more during the 48 hours prior to experiencing COVID-19 symptoms or receiving a positive test).	DO NOT ask an employee who tested positive to identify everyone on campus with whom they have interacted. Exposures involving interaction that was less than 15 min. long (e.g. in an elevator) or which took place more than 48 hours prior to the onset of symptoms/positive test, are not considered close contacts.
DO inform close contacts in your area that “an individual on campus who has tested positive for COVID-19 has identified you as a close contact and you may be required to quarantine depending on your vaccination status.”	DO NOT provide the name of the employee who tested positive for COVID-19. This may be considered Protected Healthcare Information under HIPAA and should be handled sensitively as private information.
DO direct close contacts to complete the COVID-19 Reporting Form at uthsc.edu/health-services/home.php .	DO NOT ask employees about their vaccination status. UHS, HR, or Campus Safety will confidentially handle such inquiries.
DO recommend COVID-19 testing/vaccination.	DO NOT require COVID-19 testing/vaccination.
DO provide employees the opportunity to telecommute during their quarantine or isolation period, if their work permits.	DO NOT decide when employees may return to campus. This determination will be made by UHS in accordance with current public health guidelines.
DO follow-up with employees about leave, documentation, return to work date, and work schedule, as needed.	DO NOT avoid communicating with your employee. Obtain any information needed to manage your area and oversee operations.
DO contact Campus Safety, UHS, or HR with questions about current COVID-19 guidelines or management practices.	DO NOT feel like you have to assume COVID-19 guidelines or proceed without getting clear answers to your questions.
DO be patient, empathetic, and flexible with individuals who have tested positive or been identified as a close contact.	DO NOT express judgement, frustration, or anger with someone who is sick or been identified as a close contact.

CAMPUS SAFETY: 901.448.6114 | campussafety@uthsc.edu
UNIVERSITY HEALTH SERVICES (UHS): 901.448.5630 | eohs@uthsc.edu
HUMAN RESOURCES (HR): 901.448.5600 | hr@uthsc.edu

