

My Employee Has Informed Me They Have Been Exposed or Have COVID-19.

What Steps Do I Need To Take?

Has employee been tested?

NO

1. Advise employee of free testing on campus
2. Advise Health & Safety and Security of COVID exposure and if cleaning is needed
3. Advise employee to send results to benefits@palmbeachstate.edu
 - a. This includes both the positive test and the negative test needed to return
4. Advise relevant team members or others that may have been in contact with or exposed
 - a. **DO NOT** forward test results without employee's permission unless you are sending them to Benefits (Security does not need test results)
5. Employee may work from home if supervisor approved, and symptoms allow
6. Employee who continue to test positive after having no symptoms must provide a doctor's note to benefits to return benefits@palmbeachstate.edu

How does an employee get paid while isolating or sick with COVID?

1. Isolation is not paid.
2. If an employee can and is approved to work from home, pay will continue as if they were on campus
3. If an employee cannot work from home due to severity of symptoms, they can apply for COVID Sick Leave in Workday (qualifying criteria must be met), otherwise; accrued paid time off must be used.
4. If employee has not been approved to work from home or position does not allow employee to work from home, employee must utilize accrued paid time off

YES

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5. Employee must provide negative test result to return
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