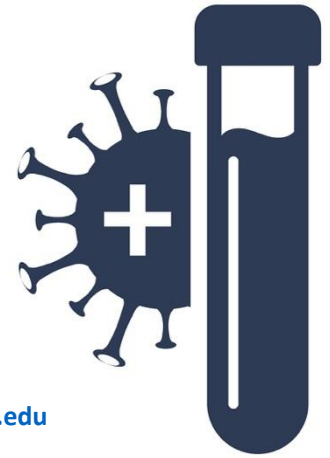# COVID-19 Exposure Protocol - Refresher

(As of August 2024; information subject to change dependent on DOH & CDC guidelines)

For any question or concerns related to the following contact:

Employee/Student Health (ESH)   **315-464-4260**   **ESHealth@upstate.edu**
Staff/Student **COVID Resource Hotline**   **315-464-8436**
or refer to **Policy**   **COV P-01 COVID-19 Exposure Protocol**

## Staff member has a Positive COVID-19 test

1. **Staff member will:**
   a. Notify the manager or call in line
   b. Go to Upstate i-page. - **https://www.upstate.edu/ipage/intra/**

       i. **Click on Self-Report Covid-19 test/FAQs**
       ii. Complete the form in Self-Serve (info on form will go directly to Employee/Student Health for monitoring and reporting purposes. Managers/Supervisors also see a partial record)

   c. If a staff member does not have access to the internet or is having difficulty with the self-reporting link/form:
       i. **CALL Employee/Student Health Mon-Fri 7:00 am – 4:30 pm.**
       ii. IF it is after hours or weekends when calling, leave a message and you will get a return phone call on the next business day.
       iii. IF the staff member needs to speak to someone immediately AND ESH is CLOSED:
           1. Call the Staff/Student **COVID Resource Hotline**

   d. Please Note: ESH does NOT call every employee who tests positive!
       ** If ESH has questions after reviewing the self-report form, they will reach out to the staff member.

COVID-19 Exposure Protocol - Refresher

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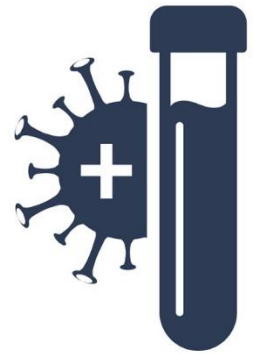
Out of work timeframe

Minimum of 7 days – timeframe will vary dependent on repeat test results and/or symptoms

When does it start?

Day 0 – symptom onset **OR** test date, <u>whichever</u> is earliest

See calendar below for example of counting days

Return to work testing guidelines (days 5-7)

**STAFF SHOULD ONLY TEST INITIALLY & BETWEEN DAYS 5-7 OF THEIR ILLNESS.
They do NOT need to test again after this timeframe in order to return to work.

Antigen home tests

- 2 tests total completed
  - 1 test on day 5
  - 1 test on day 7
- **2 Negative results:** eligible to return on day 8
- **1 or 2 Positive results:** eligible to return on day 11

PCR lab test

- 1 test completed between days 5-7
- **Negative result:** eligible to return to work on day 8
- **Positive result:** eligible to return to work on day 11

Unable to test between days 5-7

- Eligible to return on day 11

Additional Eligibility requirements to return to work

- Symptoms must be resolved or mild to moderate **<u>with</u>** improvement

- Must be fever free for 24 hours without the use of fever reducing medications

- **Complete the Return to Work/Clearance Chatbot**
  - iPage → Self-Serve→ Employee Health → Return to Work Form

See screenshot below
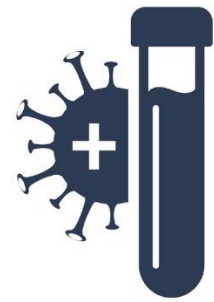
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Symptom and Testing – Calendar example

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4 **DAY 0** **Symptom onset date**	5 **Initial test date**	6	7
8	9 **DAY 5** **1st Home Test Or One PCR Between days 5 - 7**	10	11 **DAY 7** **2nd Home Test**	12 **DAY 8** **Return to work if negative test(s) between days 5-7**	13	14
15 **DAY 11** **Return to work with any positive test between days 5-7**	16	17	18	19	20	21

Return to Work Form (Chat-bot)