

## MINOT STATE HUMAN RESOURCES LEAVE PROCEDURES FOR COVID-19-RELATED CIRCUMSTANCES

### **Employees who are sick:**

Employee will notify their supervisor and stay home; sick leave shall be used.

### **Employees who are well but have an ill household member undergoing testing for COVID-19:**

Employee will notify their supervisor and stay home pending results of testing; sick leave shall be used. Employee's coworkers are expected to continue to report to work as usual if asymptomatic.

### **Employees who are well but have a household member at home diagnosed with COVID-19:**

Employee will self-isolate at home during the household member's illness and for 14 days after the household member is recovered and removed from isolation. Dependent sick leave shall be used unless the employee can work remotely and is approved by the supervisor. Consideration may be given for the employee to continue work on campus provided practices as identified by the CDC are followed:

[https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/index.html?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fhcp%2Fguidance-prevent-spread.html](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/index.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fhcp%2Fguidance-prevent-spread.html)

### **Employees who have a sick family member at home with symptoms, but has not been tested for COVID-19, and the employee is well:**

Employee must notify supervisor and stay home until sick family member is tested for COVID-19 and found to be negative. Employee shall use dependent care sick leave.

### **Employees who have a fever and/or respiratory symptoms but have not been tested:**

Employee shall notify supervisor, obtain COVID -19 test, and self-isolate in their place of residence until test results confirm no COVID-19 infection is present. Employees who are not tested should remain at home until they have been fever-free (temperature less than 100.4 degrees) for 72 hours without the use of fever-reducing medications and symptoms have improved. Sick leave shall be used.

### **Employees who appear to have symptoms upon arrival at work or who become sick during the day:**

Employee shall immediately inform their supervisor, be sent home, and must be tested. The supervisor will contact Facilities, and the employee's workplace common areas (bathrooms, breakroom, etc.) will be cleaned and disinfected. Employee's coworkers will continue to work as usual if asymptomatic. The ill employee shall use sick leave

### **Employee is confirmed to have COVID-19:**

Employee will self-isolate in their place of residence until the following three criteria are met:

- Employee has been fever-free (temperature less than 100.4 degrees) for 72 hours without the use of fever-reducing medications;
- Employee's COVID-19 symptoms have improved (for example, employee's cough and shortness of breath have improved);
- At least 10 days have passed since employee's first symptoms appeared.

North Dakota Department of Health (NDDoH) will lead the contact investigation. Employee's coworkers identified as close contacts will be contacted by NDDoH. If employee's coworkers are not contacted

by NDDoH, the coworkers were not considered to be a close contact and shall continue their work as usual.

The employee's supervisor will contact Facilities; the workplace common areas (bathrooms, breakroom, etc.) will be cleaned and disinfected.

**Note: Employee and patient confidentiality laws prevent Minot State University from disclosing medical conditions of employees.**

**Employee is tested and results indicate employee does not have COVID-19:**

Employee can return to work once the employee has had no fever (temperature less than 100.4 degrees) for at least 24 hours without the use of fever-reducing medications and employee's other signs and symptoms of illness have improved.

**Employee thinks they may have been at the same location as a person who was diagnosed with COVID-19 or the employee has had contact with someone who has been in contact with someone diagnosed with COVID-19:**

The NDDoH conducts interviews with all persons diagnosed with COVID-19 to determine who their close contacts are. People who are identified as close contacts will be notified by the NDDoH and will receive instruction on self-isolation and monitoring. Employees who have not been contacted by the NDDoH as a close contact will report to work as usual.

**Employee is experiencing anxiety and/or is fearful of returning to work:**

Without demonstrating symptoms of COVID-19 and absent a letter from a healthcare provider, employee shall utilize annual leave with the permission of their supervisor. The University's Employee Assistance Program (EAP) is also available as a resource for those employees.

**Employee is identified as a close contact of a person who has tested positive for Covid-19:**

After being notified by the NDDoH of being a close contact, the employee will notify their supervisor and quarantine for 14 days. The employee shall work remotely if applicable; if remote work is not possible, the employee shall take sick leave.

**Employee has immune-compromised family members living at home:**

Departmental supervisors will develop alternative work schedules **if the duties can be performed at home** and documentation of an immune-compromised family member from a healthcare provider is presented.

**Employee has dependent care needs caused by K-12 schools modifying schedules:**

Departmental supervisors will develop alternative work schedules **if the duties can be performed at home** to support employees with dependent care needs caused by the COVID-19 pandemic. Employees may also use annual vacation leave with the permission of their supervisor.