Supervisor observes employee showing COVID-19 symptoms at work

Employee tells co-worker that he/she has COVID-19 symptoms or positive test.

Coworker urges employee to notify the Supervisor or helps them notify the Supervisor if necessary.

Is the employee at work?

Yes

- Supervisor sends employee home.

No

- Supervisor phones the Designated Reporter and they complete the COVID-19 intake form via phone interview.

Same Day:
- Supervisor phones the Designated Reporter to confirm that employees have been contacted and relevant areas have been sanitized. Designated reporter updates the COVID-19 intake form.

Within 1 business day:
- Health Center notifies the Marquette Health Department of suspected or newly confirmed case according to current health authority guidelines.

After the notification process is done, and the office has been sanitized, there is, of course, more to do. There is a vast difference between reporting a headache and testing positive for COVID-19. Human Resources and the HR Website will help guide leave and compensation concerns. The Logistics work groups are available to answer other COVID-19 questions.

Employee reports to the NMU Health Center for a COVID-19 active virus test. The test result is positive. When the test results are received, they are posted to the patient portal. The employee would be contacted by the Health Center. Due to patient confidentiality, the Health Center would not directly contact the employee’s supervisor.

Employee reports that he/she has symptoms of COVID-19 or positive test; and calls or contacts Supervisor

Employee reports that someone in their household may or does have COVID-19

Supervisor observes employee showing COVID-19 symptoms at work

Employee tells co-worker that he/she has COVID-19 symptoms or positive test.

Employee reports that he/she has symptoms of COVID-19 and calls Human Resources.

HR/Other notifies the employee’s Supervisor.

NMU Designated Reporter: Campus Safety x2151

COVID-19 intake form includes:
- Employee contact information
- Relevant dates
- Work areas of exposure
- Actions taken
- Coworkers in close contact with employee

Appendix B Reporting Flowchart

Employee reports that someone in their household may or does have COVID-19