

## INSTRUCTIONAL GUIDE FOR EMPLOYEES

for notification and communication of a COVID-19 positive test

*Includes: faculty, staff, postdocs, fellows, trainees*

### How to report COVID-19 situations:

- **CALL:** The Emory Healthcare COVID-19 Information and Nurses Line at 404.71.COVID (404.712.6843) to gain access to an evaluation and testing with the assistance of Emory Healthcare.
- **NOTIFY:** Immediate supervisor
- **(ALT CALL):** If accessing a COVID-19 test from a testing facility outside of Emory Healthcare (i.e., pharmacies, public health facility, urgent care, etc.), employee must call the COVID-19 Information and Nurses Line at 404-712-6843 to report results.

*\*Family or others should notify for employees who are hospitalized or otherwise incapacitated.*



### If an Employee . . .

- Tests positive or has symptoms of COVID-19; or
- Is identified as a close contact of someone who tests positive for COVID-19 (contacted by the Department of Public Health or Emory's Contact Tracing Program).



### Then . . .

- Employee calls the COVID-19 Information and Nurses Line or his/her medical provider for a test (if not yet tested, is symptomatic, or has been exposed).
- Notifies supervisor.
- If the employee has a positive test result or reports symptoms, he or she will complete the contact tracing interview, speak to OIM, and isolate at home at least 10 days until cleared to return to work by an OIM return-to-work coordinator.
- If the employee has an exposure, he or she will complete the contact tracing interview, complete COVID-19 testing, and quarantine at home for at least 10 days until cleared to return to work by contact tracing.
- Seeks medical care if symptoms worsen.

### IMPORTANT CONTACTS

- **Emory Healthcare COVID-19 Information and Nurses Line:** 404.71.COVID (404.712.6843)
- **Emory Occupational Injury Management Office (OIM):** 404.686.8587

### STAY SAFE REMINDERS

- **Stay home if you have fever or are not feeling well**
- **Avoid large gatherings**
- **Practice physical distancing**
- **Wear appropriate face coverings**
- **Practice good hand hygiene**
- **Telework when possible**

### DEFINITIONS

**Close contact:** *Within 6 feet of a COVID-19 positive (COVID+) person for 15 minutes or longer (rules for health care personnel differ if wearing PPE).*

**Quarantine:** *Separates those who have been exposed to a COVID+ individual and equals date of last close contact, plus 14 days.*

**Isolation:** *Separates those who are confirmed COVID+ and equals 10 days have passed since symptoms first appeared and at least 24 hours since last fever without fever-reducing medications; and 10 days have passed since the date of positive COVID-19 test for asymptomatic individuals.*