COVID-19 Exposure and Testing Guidance for Staff and Supervisors

**Staff:**
- **Do Not Come to Work** if you are sick, showing symptoms of COVID-19, have been in close contact with someone who has tested positive for COVID-19, or yourself have tested positive for COVID-19.
- Seek immediate medical attention if symptoms are severe.
- Notify your supervisor via phone or email.

Call the [Occupational Health Services (OHS) Hotline at 734-764-8021](tel:734-764-8021). Phone lines are available 6 AM - 8 PM each day for employees who are sick and/or have questions related to COVID-19. Screening questions will be asked to determine next steps.

- Whether you need to seek COVID-19 testing and where to get tested.
- Whether you need to quarantine.
- In all cases, follow the guidance of your healthcare provider and local health department.
- If you receive COVID-19 testing from outside of Michigan Medicine, report results (positive or negative) to the OHS Hotline at 734-764-8021.

Click Here: [For more guidance from the Michigan Department of Health & Human Services (MDHHS)](https://www.michigan.gov)

**Supervisors:**
- Tell an employee to not come to work or tell them to leave work if they are sick, showing symptoms of COVID-19, have been in close contact with someone who has tested positive for COVID-19, or have tested positive for COVID-19.
- Tell the employee to call the [Occupational Health Services (OHS) Hotline at 734-764-8021](tel:734-764-8021) to be screened for testing and seek guidance. Instruct employees who receive testing from outside Michigan Medicine to report results to OHS (positive or negative).
- While waiting for test results, it is recommended to **close off, if possible, the individual's personal work space until the test result is received**. Intradepartmental communication should **not** occur until a test result is received due to public health confidentiality requirements. Employees in the surrounding area should continue to work while wearing face coverings, social distancing from each other and continuing to monitor themselves for symptoms.
- Contact the EHS COVID-19 Outbreak Team ([EHS-Covid-19-Reporting@umich.edu](mailto:EHS-Covid-19-Reporting@umich.edu)) to assess the need for custodial services in areas where the employee worked. For positive cases, if possible, it is preferable to isolate the personal work space for 7 days in lieu of cleaning.
- If confirmed positive, EHS will work with the employee and the department to provide communication and perform contact tracing in coordination with the local health department which include keeping the individual's name confidential.
- Refer to the [University Human Resources FAQ](https://www.umanage.umich.edu) for information regarding additional paid time off programs.

Updated: 6/17/2020
Resources:
University of Michigan Public Affairs: https://coronavirus.umich.edu/
Washtenaw County Health Department: https://www.washtenaw.org/3095/COVID-19
State of Michigan: https://www.michigan.gov/coronavirus