



COVID-19 Exposure, Testing, and Mandatory Contact Tracing Guidance for Employees and Supervisors

GUIDANCE FOR EMPLOYEES

- **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, Select Option 1. Phone lines are available 7 days a week from 7 AM - 5 PM 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 \(MDHHS\)](#)

Testing of Symptomatic Employees:

Symptomatic employees should contact the OHS COVID Hotline. *If the employee is referred for COVID-19 testing and tests positive*, this result is communicated to the employee (note: at this time the CDC recommends a viral test to diagnose acute infection, not an antibody test) and OHS will provide follow-up instructions and return to work guidance. The employee will also be provided with status information to give his or her supervisor and a notification process for other employees. Contact tracing will be coordinated between OHS, University Health Services (UHS), and Environment, Health & Safety (EHS).

Symptomatic employees who are tested and diagnosed at a location other than one designated by OHS must report their test type and result to OHS. They must also report their expected absence to their supervisor and should NOT return to their workplace until cleared by OHS to do so.

Positive test results are shared with the EHS team, the county health department of their county of residence, and with Risk Management/Work Connections. Positive tests will be tracked daily by Risk Management and provided to EHS for reporting. Testing by OHS for personnel working on campus will be covered under Workers Compensation.

Employees That Test Positive for COVID-19:

University of Michigan Ann Arbor personnel working in-person, on campus, who test positive for SARS-CoV-2, the virus that causes COVID-19, (will be included in a *mandatory Workplace Contact Tracing Protocol* to assist in identifying coworkers who may be at higher risk due to working in close proximity to a positive case. This Protocol builds on State Public Health Code and Federal Guidelines in an effort to reduce transmission of the virus across the campus. This policy applies to all U-M employees working in-person, on the Ann Arbor campus. Failure to comply with this policy may result in closure of a laboratory or disciplinary actions to the employee.

Contact Tracing is a public health tool that has been used for decades to identify people who have come in contact with a COVID-19 positive individual in an attempt to reduce the spread of a disease. It will be used at the University of Michigan to:

- Alert coworkers who may have been in close contact of the potential exposure;
 - Offer testing to coworkers with exposure; and
 - Identify localized outbreaks and ultimately control the spread of illness across campus
- Medical confidentiality and privacy will be maintained. Contacts will only be told they have been exposed to a positive case, but the identity of that case will NOT be directly revealed. Sensitivity to individual situations will be maintained.

The identification of potential cases in employees can occur through several mechanisms, including:

- Positive intake screen on daily health screening survey
- Symptomatic employee call to OHS COVID Hotline (734 764-8021 - Option 1)
- Testing referral from Occupational Health Services (OHS)
- Testing at University Health Service (UHS) or testing at a non-U-M healthcare facility.

***See information below on the procedures for Mandatory Contact Tracing in Labs**

Return to Work Guidelines for COVID-19 Positive Employees:

WITH SYMPTOMS, should not return to work until:

Symptom-based strategy:

- At least 10 days have passed since symptom onset **and**
- At least 24 hours have passed since resolution of fever without the use of fever-reducing medications **and**
- Other symptoms have improved.

WITHOUT SYMPTOMS, should not return to work until:

- *Time-based strategy:*

10 days have passed since the date of their first positive COVID-19 diagnostic test, assuming they have not subsequently developed symptoms since their positive test. Note: Because symptoms cannot be used to gauge where these individuals are in the course of their illness, it is possible that the duration of viral shedding could be longer or shorter than 10 days after their first positive test.

GUIDANCE FOR 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 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) to assess the need for custodial services 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.** For lab spaces, daily decontamination of the lab space, including the cleaning of all work benches, high touch points and shared equipment should be conducted and logged twice a day. In the event that cleaning has not taken place in the lab, contact the **EHS COVID-19 Outbreak Team** (EHS-Covid-19-Reporting@umich.edu) to assess the need for custodial services in areas where the employee worked.
- If there is a 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](#) for information regarding additional paid time off programs.

Supervisors with Positive COVID-19 Employees:

Supervisors may be notified by an employee that they have tested positive for COVID-19, and that they will not be returning immediately to work. This information should be held in confidence by the supervisor. Supervisors can anticipate that other employees may have heard about, or suspect that, someone is out sick with the COVID-19 related illness. They will understandably have concern when they hear about a colleague who is ill. There will be concern for the colleague as well as concern over a potential exposure risk to themselves or others. Supervisors may acknowledge that there is an individual in the unit who has tested positive for COVID-19, without identifying the individual. Supervisors may also inform employees that guidance is being sought from the EHS and OHS to determine if there is indication for them to be tested or quarantined as a precautionary measure and they will be contacted individually if there is a potential personal exposure.

GUIDANCE ON MANDATORY CONTACT TRACING

If an employee tests positive for COVID-19:

- EHS will contact and confidentially, interview relevant personnel in order to identify potential close contact exposures. For COVID-19, a close contact is defined as any individual within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic individuals, 2 days prior to a positive specimen collection) until the time the individual is isolated.
- Close contacts with symptoms of COVID-19 should make testing their first priority. However, testing too soon after an exposure may give a negative result, even if a close contact has been infected. If exposed and a close contact develops symptoms, testing that day or the next is recommended. If exposed and the close contact does not develop symptoms, waiting 5 days after exposure to get a test is recommended. Close contacts must stay in quarantine for the entire 14 days even if a test is negative. Testing is available through OHS. Call the OHS Hotline at 734-764-8021 for scheduling.
- If a close contact tests positive refer to the section in this document entitled - *Return to Work Guidelines for COVID-19 Positive Employees*.

References:

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>

Centers for Disease Control: www.cdc.gov/coronavirus/2019-ncov/index.html

<https://jamanetwork.com/journals/jama/fullarticle/2764238>

<https://www.cdc.gov/coronavirus/2019-nCoV/hcp/clinical-criteria.html>

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-risk-assesment-hcp.html>

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-hospitalized-patients.html>