**Postive COVID test or diagnosis from medical provider**

- **Health Clinic NP or CCC** will notify other members of campus community if necessary

- **Notify COVID-19 Case Coordinator (CCC) at (618) 468-6818 text or call and leave voicemail. (DO NOT COME TO CAMPUS)**

  - CCC provides employee dates to remain off campus

  - Employee notifies manager and works with CCC to determine ability to work remotely

  - **Is the employee able to work remotely?**
    - **Yes**
      - Work remotely until return date
    - **No**
      - Discuss options for leave with HR until able to return
      - Discuss options for leave with CCC for time unable to work remotely

      - **I can partially work remotely**
        - Work partially remote as designated

      - **At end of designated quarantine from campus, confirm with CCC by email the date you are cleared to return to campus/work, and that you have no symptoms.**

      - **I can partially work remotely**
        - Work with Kim Claussen in HR (x3720) to complete timesheet with regular hours if working remotely or to adjust for paid time off available to you if you were unable to work/telework.

* Employees should contact the Health Clinic at (618) 468-6800 between the hours of 8 a.m. and 4 p.m.