



EMPLOYEE

Experiencing symptom(s) consistent with those of COVID-19 (OR if you receive "not clear to come to campus" message from daily check)

Contact L&C Health Clinic*
(DO NOT COME TO CAMPUS)

Health Clinic and HR will work to notify other members of campus community if necessary

Health Clinic determines whether employee must remain off campus

Employee notifies manager and works with HR Director/Manager to determine ability to work remotely

Employee reports info back to HR Director; discusses work schedule

Yes

No

Health Clinic provides employee dates to remain off campus

May return to campus as directed

Yes

Work remotely until return date

Is the employee able to work remotely?

No

Discuss options for leave with HR until able to return

At end of designated quarantine from campus, confirm with HR Director by email the date you are cleared per Health Clinic direction to return to campus/work

I can partially work remotely

Discuss options for leave with HR for time unable to work remote

Work partially remote as designated

Complete timesheet with regular hours if working remotely; mark FFCRA if granted approved leave

* Employees and students should contact the Health Clinic between the hours of 8 a.m. and 4 p.m. M-F