Auburn University Human Resources

COVID-19 Diagnosis or Suspected Close Contact Exposure

Checklist for Supervisors and Managers

When an employee notifies the supervisor of a COVID-19 diagnosis, that the employee is being evaluated for COVID-19, or has had a close contact exposure with someone diagnosed with COVID-19, the supervisor should do the following:

○ **Send the employee home to self-quarantine.** (If the employee is able to work from home, allow them time to gather work related materials from their workspace.)

○ **Obtain the following information from the employee:**
- Employee's name and Banner ID
- Employee's contact phone number (home or cell)
- Dates and times on campus in past 72 hours
- Locations worked, including common areas visited
- Names of others with whom the employee had close contact with on campus
- Date that symptoms started, if applicable
- Date of test and date results received, if applicable

The identity of the employee should only be disclosed internally to the COVID-19 liaison, unless the employee authorizes disclosure to others; the employee's medical information should be kept confidential and separate from their personnel file.

○ **Notify the department head, but do not share the person's identity unless authorized to do so by the employee.**

○ **Notify the division's designated COVID-19 liaison and provide them with the information that was obtained from the employee.**

Important: In the event that the supervisor is not able to immediately contact the COVID-19 liaison, the supervisor may need to notify that department or specific individuals of a positive diagnosis. However, the employee's identity cannot be disclosed. Employees will be individually notified if they need to take any action, such as getting tested, and employees are always free to secure testing on their own if they have concern of a potential close contact exposure.

More information is available at **www.auburn.edu/hr/coronavirus.html**.

If you have additional questions, email **Human Resources**.