

COVID-19 Employee Illness Response

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• WHAT IF AN EMPLOYEE IS NOT FEELING WELL?

- If you are experiencing symptoms associated with COVID-19, please stay home, and contact your supervisor. A complete list of symptoms can be found [here](#).
- You should seek medical attention from your primary care provider, if needed.
- KGI's sick policy would apply - a doctor's note is required for anyone who is out sick for three consecutive days or more prior to returning to work, regardless of the illness.
- Please submit your doctor's note to Human Resources at hr@kgi.edu, prior to returning to work.

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• WHAT IF AN EMPLOYEE IS FEELING BETTER AND ABLE TO RETURN TO WORK?

- If you are feeling better and have not missed three consecutive days of work, you can return without a doctor's note.
- If you are feeling better, and have missed three consecutive days or more, a doctor's note is required and should be submitted to Human Resources at hr@kgi.edu prior to returning to work.

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• WHAT IF AN EMPLOYEE HAS HAD A KNOWN COVID-19 EXPOSURE* AND IS SYMPTOMATIC? (THIS APPLIES TO THOSE VACCINATED AND UNVACCINATED):

- You should stay home, notify your supervisor, and Human Resources at hr@kgi.edu.
- Human Resources will contact Student Health Services to notify them of the confirmed exposure.
- Student Health Services will reach out to you and begin contact tracing.
- You will need to check in with your primary care provider and request a COVID-19 test. Please submit your test results to Human Resources [here](#).
- You should follow the directives received from Student Health Services Contact Tracers.
- You are able to return to work if you are no longer experiencing symptoms, after your self-isolation period has concluded (10 days), and without fever for at least 24 hours prior to the end of your isolation without the use of any fever-reducing medication.
- With the approval of your supervisor, if your work permits, and you feel well enough, you may work remotely. If you are unable to work, it is important to mention that there are leave options available to you under the [Families First Coronavirus Response Act \(FFCRA\)](#).

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• **WHAT IF AN EMPLOYEE HAS HAD A KNOWN COVID-19 EXPOSURE* AND IS ASYMPTOMATIC? (FULLY VACCINATED):**

- You should notify Human Resources at hr@kgi.edu.
- You can continue to work and do not need to quarantine.
- You will need to check in with your primary care provider and request a COVID-19 test. A COVID-19 test should be taken within 3-5 days of known exposure*, please refer to the [CDC guidelines](#).
- Please submit your test results to Human Resources [here](#).
- If your test is negative, please continue to monitor for symptoms.
- If your test is positive, please follow the protocols in section 3 above.

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• **WHAT IF AN EMPLOYEE HAS HAD A KNOWN COVID-19 EXPOSURE* AND IS ASYMPTOMATIC? (UNVACCINATED):**

- You should stay home, notify your supervisor, and Human Resources at hr@kgi.edu.
- Human Resources will contact Student Health Services to notify them of the confirmed exposure.
- Student Health Services will reach out to you and begin contact tracing.
- You will need to check in with your primary care provider and request a COVID-19 test. Please submit your test results to Human Resources [here](#).
- You should follow the directives received from Student Health Services Contact Tracers.
- You are able to return to work if you are no longer experiencing symptoms, after your self-isolation period has concluded (10 days), and without fever for at least 24 hours prior to the end of your isolation without the use of any fever-reducing medication.
- With the approval of your supervisor, if your work permits, and you feel well enough, you may work remotely. If you are unable to work, it is important to mention that there are leave options available to you under the [Families First Coronavirus Response Act \(FFCRA\)](#).

*COVID-19 exposure per [CDC](#) is defined as an individual who has had [close contact](#), someone who was within [6 feet of an infected person](#) (laboratory-confirmed or a [clinically compatible illness](#)) for a cumulative total of 15 minutes or more over a 24-hour period.