

## FACULTY OR STAFF

### WHAT TO DO IF YOU ARE A CLOSE CONTACT OF A POSITIVE COVID-19 CASE

- Follow all [public-health guidance](#).
- Complete the full duration of your self-quarantine (see Returning to Campus below for more information).
- If you are in self-quarantine, please be sure to clearly communicate your plan for safely returning to campus to those responsible for ensuring the health and safety of our campus community, including Human Resources and your supervisor.
- It is critically important that you respond to state and county contact tracers.

Note that you and your close contacts will receive a text message from the Indiana State Department of Health from the phone number 877-548-3444. The department will also call from the phone number 833-670-0067 (these calls may display as “IN Health COVID”).

### Responsibilities as a University Employee

- Submit an [Employee COVID-19 Self-Reporting Form](#) regarding your potential COVID-19 exposure and need to self-quarantine.
- You may also submit additional notifications to Human Resources (Melissa Helmsing at [helmsingm@pfw.edu](mailto:helmsingm@pfw.edu) or Amy Jagger at [jaggera@pfw.edu](mailto:jaggera@pfw.edu)) or your supervisor, who may report your need to self-quarantine to Human Resources.

You are not required to disclose personal health information to the university or your supervisor beyond keeping your supervisor informed about your ability to complete expected job functions on or off campus.

Aggregate data on self-reported employee COVID-19 self-quarantines will be added to the [campus dashboard](#) each Friday.

### Returning to Campus

After self-quarantining, you will be cleared to return to campus after you have [met the following conditions](#):

- Current guidelines recommend observing a 14-day self-quarantine if you are a close contact, but provide two options for reducing the duration of the quarantine:
  - Quarantine can end after day 10 without a COVID-19 test as long as the individual has remained symptom-free.
  - Quarantine can end after day 7 with a negative COVID-19 test, as long as
    - The test was performed on day 5 or later,
    - The test results come back negative before quarantine is ended, and
    - The individual has remained symptom-free.
  - In either case, an individual leaving quarantine before day 14 should continue to monitor symptoms through day 14 and should immediately isolate themselves if they should become symptomatic. They should also be vigilant about observing

recommended preventative measures at all times, including wearing a face mask, observing social distancing, and practicing good hand hygiene.

If you are in self-quarantine, please be sure to clearly communicate your plan for safely returning to campus to those responsible for ensuring the health and safety of our campus community, including Human Resources and your supervisor.

If you become symptomatic in self-quarantine, you should contact the Campus Health Clinic at 260-481-5748, or otherwise arrange a [COVID-19 test](#).

If you choose to get a COVID-19 test while in self-quarantine, current public-health guidance recommends that you wait until at least five days have passed since your last known COVID-19 exposure before being tested. If you test positive for COVID-19, you should follow relevant isolation protocols and update your health status as appropriate with your supervisor and/or Human Resources.