

FACULTY OR STAFF

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

- Please follow all [public-health guidance](#).
- Individuals who have been exposed to COVID-19 may be required to self-quarantine depending on their vaccination and booster status:
 - Individuals who are unvaccinated or are more than 6 months out from their second Pfizer or Moderna dose (or more than 2 months out from their Johnson & Johnson dose) and have not yet received a booster dose should self-quarantine for 5 days followed by strict face mask wearing for an additional 5 days.
 - Individuals who are fully vaccinated and have received their booster dose do not need to self-quarantine unless they develop symptoms but should wear a face mask for 10 days after their exposure.
 - For everyone exposed to COVID-19, it is best practice to get a COVID-19 test at day 5 after exposure even if the individual remains asymptomatic.
- Individuals in self-quarantine should be sure to clearly communicate their plan for safely returning to campus to those responsible for ensuring the health and safety of our campus community, including Human Resources and their supervisor.

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 or Amy Jagger at 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 5 days as long as you remain symptom free. It is recommended that you take a COVID-19 test on day 5 after your exposure.

For an additional 5 days after you leave self-quarantine, you should (1) strictly wear a face mask when around others and (2) continue to monitor your symptoms. 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 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.