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 are unvaccinated or are NOT up to date on their COVID-19 vaccinations should self-quarantine for 5 days followed by wearing a well-fitting face mask when around others for an additional 5 days.
- Individuals who ARE up to date on their COVID-19 vaccinations OR had a confirmed case of COVID-19 in the last 90 days do not need to self-quarantine unless they develop symptoms; these individuals should wear a well-fitting face mask when around others for 10 days after their exposure.
- Everyone exposed to COVID-19, regardless of vaccination status, should get tested at least 5 days after their last exposure, even if the individual remains asymptomatic.
- If you were exposed to COVID-19 and become symptomatic, you should immediately isolate and contact the Campus Health Clinic at 260-481-5748, or otherwise arrange a COVID-19 test.
- 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.

Returning to Campus

When you have met the conditions outlined above, you may return to campus. Please remember to wear a well-fitting face mask for the number of days indicated above when around others.

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.

Updated July 20, 2022