

FACULTY OR STAFF

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

- Follow all [public-health guidance](#).
 - Individuals who are fully vaccinated do not need to self-quarantine unless they develop symptoms, but should get tested 3-5 days after their exposure, even if they do not have symptoms and wear a face mask indoors in public for 14 days following exposure or until they receive a negative test.
 - Individuals who are not fully vaccinated should complete the full duration of their 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.

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 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.

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 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.