

# COVID-19 Employee Exposure Reporting Steps for Supervisors

Supervisors are required to assist with COVID-19 data collection and notification if an employee may have experienced a potential or actual exposure to COVID-19.

This document includes the instructions for supervisors or department designees who must collect data and notify direct on-campus contacts.

**Step 1:** The supervisor or department designee collects the following specific information from the employee who tested positive for COVID-19 or advised to quarantine:

- Employee's first, middle and last name
- Department
- Phone number
- Work location and areas of possible exposure
- Record as applicable: when is the last time you were on campus, are there any JMU employees or students you were in close contact with (6 feet or less and 15 minutes or more in a 24-hour period) within two days before and within eight days of symptom onset?

The supervisor or department designee should assure the employee that their name and other identifying information will be kept confidential. Ask permission from the employee to share their name if needed with the appropriate parties (i.e., Human Resource and Health Center). The employee should not be named in any written or electronic communications, including texts, emails, etc. Verbal communication should be used if there is a specific need to identify the individual.

**Step 2:** The supervisor or department designee must notify their departmental leadership up to the division's Vice President of an employee who was advised to quarantine or tested positive for COVID-19.

**Step 3:** The supervisor or department designee must notify the JMU University Health Center's Occupational Health Nurse at 540-568-5310 to confirm the nurse has received the information collected above. After consultation with the supervisor or department designee, the Occupational Health Nurse will provide the isolation dates for the positive employee and the quarantine dates for the direct on-campus contacts. These dates will be used in the notification sent to close on-campus contacts.

**Step 4:** After reporting the above information to the Occupational Health Nurse, the supervisor or department designee will send an email or other written notification (within 24 hours or as soon as possible) to all JMU employees in the department where the employee worked or with whom they had close contact (6 feet or less and for 15 minutes or longer within 24 hours).

Below are sample emails for a COVID-19 actual or potential exposure, which may be modified by the supervisor or department designee and the Occupational Health Nurse based on the individual case circumstances:

**Actual Exposure:** [COVID-19 Actual Exposure Notification Template](#)

This letter is used to notify on-campus close contacts who have been exposed to an employee, in isolation who tested positive for COVID-19.

**Potential Exposure:** [COVID-19 Potential Exposure Notification Template](#)

This letter is used to notify on-campus close contacts of an employee who may have been exposed to COVID-19 or was advised to quarantine and may or may not have COVID-19 or been tested for COVID-19.