

Supervisor COVID-19 Quick Reference Guide

The steps outlined below include measures to help supervisors maintain the health and safety of their employees and provide guidance on necessary protocols and reporting requirements. These steps are subject to change and will remain flexible to adjust to changes related to COVID-19.

Step 1: Ensure your employees are following university COVID-19 safety measures. All JMU employees are responsible for completing the daily health screening through the LiveSafe app before coming to campus, frequent handwashing, physical distancing, properly wearing a face covering, and monitoring themselves for any possible COVID-19 symptoms. Employees who fail to do this may be subject to disciplinary action.

Step 2: If an employee:

- reports they are not feeling well and are experiencing COVID-19 symptoms
 - received an “X” on the LiveSafe app
 - lives with someone infected with COVID-19
 - has symptoms and requested to test for COVID-19
 - received a positive COVID-19 test result
 - reports significant exposure (within 6 feet for greater than 15 minutes) to someone found to be infected
- a) Send the employee home or have them stay home.
 - b) Advise them to call their primary care doctor or set up a Teladoc appointment for appropriate further guidance. The University Health Center’s Occupational Health Nurse is available for questions 540-568-5310.
 - c) Be sure to inform the employee to contact an HR Benefits Specialist 540-568-3593.
 - d) If directed to be tested, be sure the employee knows to report the test results back to you and the HR Benefits Specialist. COVID-19 positive results must be reported to the University Health Center’s Occupational Health Nurse. Any medical information shared with you is highly confidential.
 - e) According to the JMU Return to Work Guidelines, while test results are pending, the employee should stay home and not come to campus until test results are received; unless, other advice has been given by a health care provider. Review the [COVID-19 EXPOSURE AND TESTING](#) for further details.
 - f) If an employee can work remotely, they should be approved to do so.

Step 3: Notify direct contacts if an employee tests positive for COVID-19 or has been advised to quarantine. 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. Review the [COVID-19 Employee Exposure Reporting Steps for Supervisors](#) for instructions.

Questions: For further details regarding JMU's Return to Campus Plan review the [Return to Workplace Guidelines](#). For questions contact the University Health Center's Occupational Health Nurse 540-568-5310 or an HR Benefits Specialist 540-568-5310.