#### **COVID FAQs**

1. What if I have been around someone who was identified as a close contact?

If you have been around someone who was identified as a close contact to a person with COVID-19, you should closely monitor yourself for any symptoms of COVID-19. You do not need to self-quarantine unless contacted and instructed by the Health Department.

2. Employee "A" had contact with a family member on xx/xx/2020 who has tested positive to COVID 19. Employee "B" was in close contact with "A". Employee "A" was tested, and the test results came back negative in the last 24 hours.

"A" will complete the self-quarantine period. The 14 days will be up on xx/xx/2020. "A" is OK to return to work at that time provided "A" is not showing COVID symptoms. Employee B who worked with Employee A is OK to work because they were not in close contact with a known positive case. It is "B"'s choice to decide if they want to be tested at this time.

3. Employee "XYZ" reports they were in a business establishment that has reported a positive case of COVID 19 of one of their workers. "XYZ" was in contact with this person and has gotten tested recently as a precaution. "XYZ" has not been contacted by the health department at this time with COVID -19 instructions.

"XYZ" should continue to self-monitor themselves with temperature checks twice daily and watch for signs of COVID 19 symptoms.

4. Do employees taking scheduled leave need to check in?

Yes, the COVID check-in has an option for employees using leave.

Location		
	Please select your work	k location or leave st

○Working	O Working on	Using Leave
Remotely	Campus	

5. If an employee is not scheduled to work on campus certain days; how do they complete the check in process?

The employee will select the option "Working Remotely" for days they are scheduled to telework.



### Please select your work location or leave status:

Working	O Working on	O Using Leave
Remotely	Campus	

6. If an employee has one or more symptom(s) listed on the screening process – how should they answer those questions?

If the employee is/has been experiencing any COVID-related symptoms, they should answer the questions truthfully and contact their healthcare provider and/or Health Department for guidance immediately. The employee should not report to work on campus; if they are unable to telework, they should get in touch with Human Resources to discuss the situation in more detail to determine what type of leave can be used given their circumstances.

7. Will employees be required to provide a doctor's note now that we are returning to on campus work if they have been unable to work due to a non-COVID illness?

Yes. Employees must provide a fit for duty certification as in the past. Therefore, employees should communicate any changes in their work status and their ability to perform their job duties to their direct supervisor to determine needed documentation for a return to campus.

An employee who has been diagnosed with COVID-19 should work with their healthcare provider to determine if they need to be retested. These employees will need to provide documentation they are cleared by a healthcare provider to return to work.

8. I have experienced COVID-19 symptoms; however, I am no longer experiencing those symptoms, when can I return to work?

The employee will work with their healthcare provider and the Health Department according to CDC guidelines to determine the appropriate time to return to work.

9. After our return to work, what will happen if an employee who has been or is on campus is confirmed to have COVID-19?

If an employee reports to work and is sick or becomes sick, that employee will be sent home. If an employee has become sick with COVID-19 like symptoms or tests positive for COVID-19, the employee will be directed to contact a healthcare provider and/or the Health Department.

The Health Department will identify any work-related close contacts. Individuals identified by the Health Department as close contacts will be expected to self-quarantine for 14 days.

10. An employee has been in close contact with a confirmed COVID – 19 case. What should they do?

Employees who are identified as a close contact will be required to stay home and maintain social distance from others until 14 days after their last exposure to the positive individual.

The employee should contact Human Resources to discuss any concerns regarding use of leave or additional paperwork that may be required in the event the employee is unable to telework.

# 11. If an employee has no extenuating circumstances other than a COVID – 19 concern. What options are available?

If you are directed to return to work, and you are not in a vulnerable category or have no care giving duties, you are required to return to the workplace. Employees can submit a request to seek assistance through the COVID-19 Health and Safety Related Request Team by using the online request form here.

#### 12. If I have recently traveled to one of the identified "hot spots" should I return to work?

Maryland Department of Health issued a public health <u>advisory</u> for out-of-state travel. Under the advisory, Marylanders are strongly advised against traveling to states with positivity rates of 10% or higher. Anyone traveling from these states should get tested and self-quarantine while awaiting results.

#### 13. What is FSU's COVID-19 testing policy?

Per the University System of Maryland, all FSU students, faculty and staff are required to be tested for COVID-19. FSU offered free testing on campus for students, faculty and staff on August 12 through August 16, 2020.

If you were unable to test during the scheduled five days on campus, or did not get tested by an external healthcare provider or pharmacy on or before August 3rd, and upload those results through the Check-in application for validation, you will need to consult with your healthcare provider or use a pharmacy that conducts testing prior to August 23, 2020. You do not need to quarantine pending results but must be tested this week and must upload the results through the Check-in application upon receipt. Individuals who fail to be tested will not be permitted on campus. Most providers and pharmacies will bill health insurance plans.

### 14. What happens if someone on campus tests positive for COVID-19?

The university has reserved isolation housing for residential students testing positive who are unable to return home due to special circumstances.

Employees testing positive should continue to check-in daily on the FSU portal and should not return to campus until cleared by their healthcare provider.

#### 15. Will students, faculty and staff be tested at other times during the semester?

Surveillance testing for students, faculty and staff will be conducted to allow the University to determine trends in COVID-19 cases on campus.

#### 16. What are FSU's face mask, physical distancing and ID policies this fall?

Students, faculty and staff must check in daily via FSU's portal for approval to be on campus. Face masks must always be worn inside buildings (except resident students alone in their assigned rooms or faculty/staff alone in their assigned offices).

Individuals should stay at least 6 feet apart from one another both indoors and outside. If conditions do not permit 6 feet to social distance when outdoors, face masks must be worn then, as well.

# 17. What if I recently had a positive COVID-19 test, but I have been cleared to return to my normal activities, do I need another test?

If you have been cleared by your local health department or primary care provider, please upload your report when completing your daily check-in on the FSU online portal. You can return to work on campus.

#### 18. What should I do if an employee becomes sick during the day?

Employees who become sick during the day should immediately be sent home. Employees should consult with a healthcare provider for guidance and follow CDC recommendations to prevent the spread of COVID-19. The employee should continue to check-in daily on the FSU online portal.

Employees who develop symptoms outside of work should stay at home, consult with a healthcare provider for guidance, and follow the CDC recommendations to help prevent the spread of COVID-19. The employee should continue to check-in daily on the FSU online portal.

Contact the Office of Human Resources for leave guidance, if unable to telework.

#### 19. Can the supervisor tell other employees that one of their coworkers has tested positive?

NO. The supervisor cannot identify the employee who tested positive unless the employee has consented to do so. Results of an employee's test are considered confidential information under the Americans with Disabilities Act (ADA) and the Health Insurance Portability Accountability Act (HIPAA).

Supervisors, Faculty and Staff are prohibited from sharing test results, the employee's symptoms, and health status to coworkers. The employee must provide consent to do so.

#### 20. Is an employee permitted to be on campus if he/she has not been tested for COVID-19?

No. If an employee was unable to test during the scheduled five days on campus, or did not get tested by an external healthcare provider or pharmacy on or before August 3rd, and upload those results through the <a href="Check-in">Check-in</a> application for validation, you will need to consult with your healthcare provider or use a pharmacy that conducts testing. Individuals who fail to be tested will not be permitted on campus. The employee must upload the results through the <a href="Check-in">Check-in</a> portal upon receipt.

#### 21. Does an employee need to be cleared by a healthcare provider before returning to work?

Yes. Documentation from a healthcare provider is required, indicating that the employee is cleared to return to work. Documentation should be submitted to the Office of Human Resources prior to returning to work.

#### 22. Can the University legally require me to be screened or tested before coming to work?

Yes. the EEOC has issued guidance that employers can conduct screening and testing for COVID-19 during the pandemic because an individual with coronavirus may pose a direct threat to the health and safety of others.

#### 23. Can I continue to work while waiting for test results?

Yes. Faculty and staff currently working on campus are permitted to continue working while awaiting their test results, provided they complete and meet the conditions of the daily check-in requirement.

#### 24. Do I need to be tested for COVID-19 if I am working remotely?

If you are 100% teleworking and will not be on campus for any reason, you are exempt from testing.

If you are teleworking and may have a need to be on campus, you must be tested and provide documentation from your healthcare provider or another testing facility.

## 25. Will I be notified if I have had contact at work with someone who has tested positive for COVID-19?

The Maryland Health Department has implemented a Contact Tracing Program to track anyone who has had contact with an individual who test positive. You will be contacted by a health

department contact tracer in the event that you were exposed to an individual who tested positive.

26. If I do not have the documentation with me that the University requires to verify that I have be screened and/or tested, will I be able to continue to work?

If the University requires documentation and an employee does not have the required documentation, the employee may be prohibited from entering the worksite and may be required to use their accrued leave or go unpaid until they can provide the needed documentation.

27. How will I know if one of my coworkers has the virus?

You will be contacted by a health department contact tracer in the event that you were exposed to an individual who tested positive. Individual test results will be considered confidential medical records and will not be shared.

28. Will my test results be shared with anyone?

Under mandatory law all positive results will be shared with the Maryland State Health Department. Negative results will only be shared directly to the patient.

29. I have previously tested positive for COVID-19, should I be tested again?

Based on CDC guidelines, if you are asymptomatic following recovery from COVID-19, retesting is not necessary during the first 3 months after the date of symptom onset.

30. I have previously tested positive for COVID-19 and have developed COVID-19 symptoms, do I need to isolate and test again?

Based on CDC guidelines, it may be necessary to re-isolate and re-test. You should contact your healthcare provider and/or Health Department for further guidance.

31. Will there be consequences for faculty or staff that do not comply with campus health requirements?

Faculty and staff members not in compliance will be subject to employee progressive discipline measures.