APSU workflow for STAFF feeling ill

Time →

Employee

I don't feel well

→ Talk to Primary Care Doc

→ COVID 19 Form Completed

→ COVID-19 Test

Notify HR

→ Stay home for 14 days or until cleared by doctor or test comes back negative or 3 days **after** symptoms and fever are gone

→ Cleared to return to campus by primary care physician

Supervisor

Discuss absence, work from home and/or sick leave options

Automatic notification to HR

Begin contract tracing for immediate reports wtihin the office

Begin return to work planning

HR

Notify appropriate APSU Administrators

Communicate with HR about potential exposure

Provide time card assistance as needed

COVID-19 test is a positive result

Other Notifications

Physical Plant →
- Detailed cleaning of potentially infected areas
- Assess mitigation actions

Public Safety

Contract Tracing → Work with Montgomery County Health Department and Boyd Health Services to begin contact tracing.