

## 'The Process' when an employee/student feels ill

1. If they were on their way into work and filled out the daily health screening honestly, the health screening will direct them to contact the MSU COVID Hotline (phone # below).
2. If they called their supervisor to say they are sick/have symptoms that could be COVID, the supervisor must direct them to the MSU COVID Hotline.
3. The MSU COVID Hotline will triage the case to determine if isolation and/or a COVID test is needed.
  - a. As of November 2020, given the high infection/transmission rates, the hotline will most likely tell the student to get a COVID test and to quarantine at home until test results are known.
  - b. If the student refuses to get a test, the hotline will advise how long they need to stay in isolation before returning to work (post-symptoms).
  - c. If the student gets a test and it comes back negative, the hotline will provide advice on when they can return to work (after a certain number of days of being asymptomatic)
  - d. If the student gets a test and it comes back positive – then this is reported to the University Physician's Office and EHS (see process below).

### MSU COVID Hotline

[855-958-2678](tel:855-958-2678) (staffed 6 AM to midnight)

### FAQ

We take the employee's/student's word for it on what the hotline told them?

You can call the hotline yourself and give them a hypothetical scenario (without divulging the name, only telling the hotline the symptoms that the employee/student told you) to see what the hotline tells you they would have told the employee/student.

### Important Note

*When young adults show COVID symptoms – they are typically very mild and usually don't last long, BUT the student is still contagious even when they start feeling better and might decide to return to work – thus, do not deviate from this process.*

## 'The Process' when someone within your program tests positive for COVID-19

➔ you/PI must immediately notify the following:

- Unit Administrator, Department Chair, Supervisor
- University Physician ([uphys@msu.edu](mailto:uphys@msu.edu); 517-353-8933)- Report the following information to the University Physician: (they may want/need to contact the individual)
  - History, including the hours the individual had been in various rooms/area
  - Description of the environment where time was spent (lab, greenhouse, office, etc.)
  - List of co-workers or other people in the same area/space shared with the individual
- Environmental Health and Safety ([ehs@msu.edu](mailto:ehs@msu.edu); 517-355-0153) - for consultation on cleaning and disinfection of affected areas.