

# COVID-19 Protocol

## For Exposures, Symptoms, Positive Cases, and Returning to Work

If a UHCL employee should develop symptoms, or be exposed within 6 feet for 15 minutes or more of a positive COVID-19 person, they must stay home, or go home immediately. Also, they must submit an [online notification form](#) within 24 hours, quarantine, isolate and test as appropriate, and comply with contact tracing so that any additional potentially affected persons may be contacted as well for quarantine and monitoring.

Reporting links are online in the [Coronavirus \(COVID-19\) Updates](#) section:

1. [Report Exposure or Diagnosis within 24 hours](#) for any COVID-19 reason: Exposure within 6 feet for 15 minutes or more, development of symptoms, etc.
2. **Before you come back**, fill out the employee [Request to Return to Work after Quarantine or Isolation](#)

### Protocol:

1. **All** employees are responsible for wearing masks, washing your hands frequently, sanitizing, social distancing, etc.
2. Self-screen daily for possible signs and symptoms of COVID-19. If any appear, do not go onto campus. If any symptoms appear while at work, go home immediately.
3. Contact your supervisor by phone or email to let them know.
4. **Complete the [online Exposure or Diagnosis notification form](#) within 24 hours.**  
Do **not** send an email notification with personal or medical information. The online form is secure.
5. A UHCL Contact Tracer will get in touch with you to review and provide next steps.
6. Locations and persons around campus starting two days prior to symptoms will be asked.
7. We recommend keeping an activity log, accessible for this purpose.

8. Tracers communicate with HR and Health Services. You are responsible for communicating updates with your supervisor and HR for [available leave options](#).
9. Those seeking guidance from Counseling Services may contact and continue follow-up with that office.
10. Student forms have different reporting links reviewed and evaluated by Health Services.
11. Conditions and approval for returning to work must be followed to reduce the spread of the virus.

### **Why report within 24 hours?**

1. To protect yourself, [as you may be eligible for federal leave benefits](#).
2. To protect co-workers by providing timely notification so that they may be notified to quarantine, and prevent entry into areas that need disinfected.
3. If you wait to report, you could unknowingly spread coronavirus.

### **Return to Work Clearance:**

1. Submit the [Request to Return to Work Form](#) online. Do **not** come back to campus until approved.
2. EHS and supporting Contact Tracers approve employees to return to work due to COVID-19.
  - a) **Exposure:** approval to return is a 14-day quarantine period without development of signs or symptoms. It is recommended to test at the *end* of the 14-day quarantine period due to asymptomatic persons. It is not recommended to test right after being exposed to someone with COVID-19, as testing too early can give a false negative.
  - b) **Symptoms:** Those who develop symptoms need to get tested within a couple days after symptoms show to determine how to proceed.
  - c) **Positive cases:** are approved after no more signs or symptoms, a negative follow-up test, and physician's clearance.

Contact Tracers will guide you with what applies to your situation.

### **Supervisors:**

- Send your employees home immediately if they come to work with any symptoms.
- Send home anyone that worked within 6 feet of them for 15 minutes or more.
- Have employees sent home to submit notification report online: [Report Exposure \(Symptoms\) or Diagnosis](#)
- Do not notify by email, or email any personal or medical information.
- Contact Tracers will follow up with employees and ask that they keep you updated.
- Contact Tracers will submit a work order request to FMC for any areas needing disinfected.
- Have employees submit the [Request to Return to Work Form](#) online at the end of their quarantine period or Covid-19 illness. Tracers will review and give approval to return, and guide the employee with this process.

- Contact HR if you have a question regarding your employee's leave options. Tracers communicate with HR and instruct employees reporting to get in touch with HR as well.
- Consider common areas, common equipment, tools, and touch points that should be disinfected after each use.

*Thank you for your understanding as we navigate our new safe working environment together. Stay safe, stay strong.*

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