

# Supervisors Guide to Addressing Reports of COVID-19 Exposure

COVID-19 is a new strain of virus in a family of viruses called coronavirus. Most coronavirus cause illnesses like the common cold; because this is a new strain, **some** people are experiencing severe symptoms.

## Symptoms of COVID-19

- Fever greater than 100.5°F/38°C
- Cough
- Shortness of breath
- Chest pain when you breathe
- Difficulty breathing

## How is COVID-19 spread?

- Close contact with an infected person (within about 6 feet) for a prolonged period of time—several minutes to hours
- Directly being sneezed or coughed on by someone who has the virus
- Recent travel to an area with sustained new cases

## If an employee is diagnosed with COVID-19 or suspect they have been exposed:

Contact **CSU Public Health** at  
[ehs.colostate.edu/WPublicH](https://ehs.colostate.edu/WPublicH)  
or call 970-491-6121

- Advise the employee to **stay home and self-isolate** until provided public health guidance. There is no one-size-fits-all recommendation. Each exposure case is unique and will be quickly assessed with individual guidance provided following current CDC guidelines.
- Advise staff with moderate to severe **symptoms** (example: shortness of breath or difficulty breathing) to **seek medical care**.
  - They should **call ahead** to alert medical personnel of their potential exposure.
- Notify other department personnel of potential exposure **ONLY** if advised by CSU Public Health. Staff with “close contact” will be assessed to determine risk and need to self-isolate or self-monitor.
- **Protect the employee’s privacy** by not sharing information with other staff.
- Ensure **social distancing and hygiene practices** are being followed in the workplace.

## When can the employee return to work?

If **diagnosed with COVID-19**, the employee can return to work:

1. When **directed by their provider**, or per **CSU/local Public Health guidance**  
**AND**
2. When they have met the following:
  - A. **At least 72 hours without a fever** while not taking fever reducing medication, and **improvement in respiratory symptoms**,**AND**
  - B. **At least 7 days** have passed since symptoms first appeared

For more information about the virus and CSU’s response, visit:

[www.safety.colostate.edu/coronavirus](https://www.safety.colostate.edu/coronavirus)



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