Employee Exposure to COVID-19

Have you had close contact with a person who tested positive for COVID-19?

A close contact is someone who
• Lives in the same house as a sick person with COVID-19.
• Cares for a sick person with COVID-19.
• Has been within 6 feet of a sick person with COVID-19 for 15 minutes or longer.
• Has been in direct contact with secretions from a sick person with COVID-19.

YES

• Stay home for 14 days from the time of your exposure. This will be the last time you came in close contact with the positive individual.
• Do not come to work or campus, avoid contact with others.
• Contact the TCU COVID-19 Hotline at 817-257-2684 to report your exposure.
• Fill out the TCU Employee Self-Observation Form https://forms.tcu.edu/covid19/report/
• Take your temperature with a thermometer two times a day to monitor for fever. You can use a temperature log to record your results.
• Watch for cough or trouble breathing.
• Review the COVID-19 daily responsibility list and follow the instructions based on symptoms.
• Do not take public transportation, taxis, or ride-shares.
• Get tested for COVID-19 within 3-5 days of exposure or notification of exposure.

A Care Coordinator will work with you during your quarantine, providing a wide range of support services.
• Working with your supervisor to inform them of your absence.
• Connecting to HR for any leave or FMLA processes needed.
• Connecting you to mental and physical health resources.

NO

Continue to conduct daily health assessments and maintain good hygiene and prevention standards including washing hands, wearing a face cover, maintaining 6 feet of physical distance, cleaning and disinfecting common spaces before and after use.