Updated - Process for Supervisors and Managers for a Team Member’s COVID-19 Diagnosis or Suspected Close Contact Exposure

When an employee notifies the supervisor or manager of a COVID-19 diagnosis, that the employee has COVID symptoms, or has had a close contact exposure with someone diagnosed with COVID, the supervisor should do the following:

Obtain the following information from the employee
- Date of last time on-site
- Date symptoms started, if applicable
- Date of test and date results received, if applicable
- Date of close contact (within 6 feet for 15 minutes or more), if applicable
- Dates and times on-site after exposure or within the past 72 hours
- Locations worked, including common areas visited
- Names of anyone with whom the employee had close contact (within 6 feet for 15 minutes or more) while on-site
- Best contact phone number (home or cell)

Please note, privacy is a primary concern for UF: The identity of the employee should only be disclosed internally to the Libraries’ COVID Designee, Juliana Rojas.

Provide the following information to the employee
- They should report their exposure and symptoms on the COVID 19 contact reporter at ONE.UF or call (352) 273-9790 for instructions on next steps
- As with all personal medical information, they can expect privacy regarding this situation
- As with all other illness, leave must be coordinated with their supervisor but the virus-related reason for the requested leave does not need to be shared.

Send the employee home to self-quarantine
If the employee is able to work from home, allow them the necessary time to gather needed work-related materials and personal belongings, but minimize contact with other personnel.

Notify the Chair/Department Head
Do not share the person’s identity unless they have volunteered that their information can be shared with their Chair. Again, privacy is a primary concern for UF, and you should not ask the employee if you can share this personal medical information.

Work with Juliana Rojas on promptly notifying those who may have been exposed and following other UF protocols

If you have questions, please contact your Department Chair/Department Head or Juliana Rojas at juliana.rojas@ufl.edu or (352) 273-2595.