As most of you are aware, CDC Guidelines change frequently. Following a recent employee inquiry, UTSI’s Coordinator for COVID along with the Safety Officer and Human Resources, met to discuss when someone who has been exposed to COVID-19 should return to work following a negative test result. As a result, attached is an updated “self-isolation process” as of today, 11/11/2020. Below you will find some additional guidance:

**IF YOU HAVE HAD CLOSE CONTACT WITH SOMEONE KNOWN TO BE DIAGNOSED WITH COVID-19:**

- Take a test 5 days after exposure to allow an incubation period.
- If results are **negative**, you should continue to self-isolate for **up to 14 days** after your last exposure to that person. If you cannot work from home, you should work on campus only if able to practice social distancing, provided you have supervisor/advisor approval.
- If results are **positive**, please do not return to work per CDC guidelines until the following:
  - 10 days since symptoms first appeared
  - 24 hours with no fever without the use of fever-reducing medications and
  - Other symptoms of COVID-19 are improving*

  *Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation

**BEFORE YOU RETURN TO WORK IF TEST POSITIVE:**

- Contact your Health Care Provider to determine if it is appropriate for you to return to work and notify your supervisor/advisor of your status. To return, you must have a health care provider release and supervisor approval.
- Work with your supervisor to determine if there is telework available for you to perform if you feel well enough to do so.
- See page 3 of the attached UTSI Self-Isolation Process regarding CDC guidelines when someone can end home isolation.

If you have questions please feel free to contact us.

Thanks,

*Patricia*

Patricia A. Burks-Jelks, MPS
Director
Human Resources, Equity and Diversity, & Compliance
Title IX Coordinator