1. **SELF-ISOLATION IS REQUIRED WHEN ONE OR MORE OF THE FOLLOWING HAS OCCURRED**
   - Have tested positive for COVID-19;
   - Develop symptoms of a COVID-19 infection;
   - Are awaiting COVID-19 test results;
   - Have had close contact with someone known to be diagnosed with COVID-19 (If you have had close contact with someone known to be diagnosed with COVID-19, take test 5 days after exposure in order to allow an incubation period);
   - Have been advised to self-isolate by a health authority;
   - Have recently returned to the United States after traveling aboard; or
   - Have recently returned from a cruise (ocean or river).

Those who have recently traveled within the United States should decide whether they need to self-isolate based on the state and local travel restrictions and the rate of community spread to which they have been exposed. Up-to-date information and travel guidance are available from state and local health departments.

**If one or more of the above applies, employees and students are to self-isolate and complete a self-isolation (SI) form.**

2. **SELF-ISOLATION (SI) FORM** - All self-isolating faculty, staff, and students must complete the self-isolation (SI) form. If unable to, the supervisor or advisor must complete the form.


   Whoever is completing the form must save the form to their computer to ensure that changes are kept and then email as attachment to hr@utsi.edu. The form gives university staff the necessary information to respond appropriately. If need assistance, please contact the UTSI HR office at 931-393-7226 or hr@utsi.edu.

3. **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 regarding CDC guidelines regarding when someone can end home isolation.

4. **TEST RESULTS** - If you get tested for COVID-19, please send test results to the UTSI HR office - hr@utsi.edu.

5. **NEGATIVE RESULTS** - If an employee has negative test results, if applicable, waited 5 days to test after close contact with someone diagnosed with COVID-19, and is awaiting documentation to support this status, they may go ahead and return to work pending department head/supervisor approval. The employee will have up to 48 hours from their verbal or written notification to the department to get results to HR. If an employee is untruthful to the University, disciplinary action up to termination of employment could be the result.
6. **CONTACT TRACING INFORMATION**: When the SI form is reviewed, the employee/student and/or supervisor/advisor may be contacted and asked follow up questions as needed regarding possible close contacts if on campus in last 7 days.

7. **CONTACT TRACING NOTIFICATION**: The supervisor/advisor should contact these employees/students who are deemed to be close contacts and they should work from home if possible until a negative test result and/or all clear from their doctor is received. **If you have had close contact with someone known to be diagnosed with COVID-19, take test 5 days after exposure in order 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 and with supervisor/advisor approval.

8. **FFCRA PAID SICK LEAVE INFORMATION** - Per the [Families First Coronavirus Response Act (FFCRA)](https://www.hhs.gov/), employers are required to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. An employee is entitled to take leave related to COVID-19 **if the employee is unable to work, including unable to telework.** Employers must provide employees up to two weeks (80 hours) or a part-time employee’s two week equivalent of paid sick leave. Once the employee has used up the two weeks of COVID-19 paid sick leave they must use their personal leave time. The SI form will be used to determine if individual eligible for this benefit.

9. **TIMESHEET CODE** - If you are **unable to telework during self-isolation**, please code those hours on your timesheet as UAC (up to 80 hours dependent upon percent work time per FFCRA). If need assistance, please contact the UTSI HR office at 931-393-7226 or hr@utsi.edu.

10. **WORKERS COMPENSATION** - If the employee notifies HR of a positive test result, and they think they contracted it in the workplace, refer the employee to report the positive test to CorVel’s 24/7 call line at 866-245-8588. For more information about workers’ compensation, next steps, and forms, visit the [UT System risk management website](https://www.utk.edu/risk-management/) and contact the UTSI Workers Comp Coordinator – Pam Ledford at hr@utsi.edu.

11. **14-DAY STATUS UPDATE** - Your supervisor/advisor will monitor and contact the employee/student for a status update after 14 days of self-isolation has elapsed asking if need to remain in self-isolation or be removed from the list.

The UTSI Self-Isolation process is a work in progress and will evolve as needed to accommodate revised guidelines, procedures, and safe practices.

Remember to social distance, wear a mask, and wash your hands! Be safe out there! We’ll get through this together!

If questions, please contact the UTSI HR office at hr@utsi.edu.
Below are CDC guidelines for when to end home isolation as of 11/11/2020. For the latest CDC recommendations, see the following link: https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html

I think or know I had COVID-19, and I had symptoms
You can be around others after:

• 10 days since symptoms first appeared and
• 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

Most people do not require testing to decide when they can be around others; however, if your healthcare provider recommends testing, they will let you know when you can resume being around others based on your test results.

Note that these recommendations do not apply to persons with severe COVID-19 or with severely weakened immune systems (immunocompromised). These persons should follow the guidance below for “I was severely ill with COVID-19 or have a severely weakened immune system (immunocompromised) due to a health condition or medication. When can I be around others?”

I tested positive for COVID-19 but had no symptoms
If you continue to have no symptoms, you can be with others after 10 days have passed since you had a positive viral test for COVID-19. Most people do not require testing to decide when they can be around others; however, if your healthcare provider recommends testing, they will let you know when you can resume being around others based on your test results.

If you develop symptoms after testing positive, follow the guidance above for “I think or know I had COVID-19, and I had symptoms.”

I was severely ill with COVID-19 or have a severely weakened immune system (immunocompromised) due to a health condition or medication. When can I be around others?
People who are severely ill with COVID-19 might need to stay home longer than 10 days and up to 20 days after symptoms first appeared. Persons who are severely immunocompromised may require testing to determine when they can be around others. Talk to your healthcare provider for more information. If testing is available in your community, it may be recommended by your healthcare provider. Your healthcare provider will let you know if you can resume being around other people based on the results of your testing.

Your doctor may work with an infectious disease expert or your local health department to determine whether testing will be necessary before you can be around others.

For Anyone Who Has Been Around a Person with COVID-19
Anyone who has had close contact with someone with COVID-19 should stay home for 14 days after their last exposure to that person.

However, anyone who has had close contact with someone with COVID-19 and who meets the following criteria does NOT need to stay home.
• Has COVID-19 illness within the previous 3 months and
• Has recovered and
• Remains without COVID-19 symptoms (for example, cough, shortness of breath)