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.

   **Link to form (ONLINE SUBMISSION):** [https://www.utsi.edu/utsi-human-resources/utsi-self-isolation-form/](https://www.utsi.edu/utsi-human-resources/utsi-self-isolation-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:**
   - Complete 14 days of self-isolation. Example: Self-isolation starts on 1 January 2021, return to work on 15 January 2021, with doctor’s approval
   - 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.

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** - Return to work after completing 7 days of self-isolation. Example: Self-Isolation starts on 1 January 2021, return to work on 8 January 2021. If an employee has negative test results, 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 (EXPIRED 12/31/2020)** - Per the [Families First Coronavirus Response Act (FFCRA)](https://www.cdc.gov/coronavirus/2019-ncov/overview/ffcra.html), 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. **UTSI COVID-19 PAID SICK/ADMINISTRATIVE LEAVE INFORMATION (EFFECTIVE 01/01/2021)** - At this time, in being consistent with other UT campuses and Institute, UTSI has decided to continue offering up to two weeks (80 hours) or a part-time employee's two week equivalent of paid sick/administrative leave for employees with positive COVID-19 cases or with legitimate exposures that necessitate quarantining. If you are dealing with COVID-19 related issues that are stated in #1 above, please contact your supervisor ASAP in order to complete the appropriate paperwork to determine if you are eligible for the UTSI COVID-19 paid sick/administrative leave. REQUESTS WILL BE APPROVED ON A CASE BY CASE BASIS. BACKUP DOCUMENTATION IS REQUIRED (Self-Isolation Form, COVID-19 test results, etc). The form gives university staff the necessary information to respond appropriately. If need assistance, please contact the UTSI HR office at 931-393-7226, 931-393-7504, or hr@utsi.edu. Once the employee has used up their total two weeks of UTSI paid/administrative sick leave, the employee must use their personal leave time. Please contact the UTSI HR office to find out your current UTSI COVID-19 sick/administrative leave balance.

10. **PERSONAL LEAVE** - If the employee is unable to telework and has used the allotted two weeks (80 hours) or a part-time employee's two week equivalent of UTSI COVID-19 paid sick/administrative leave, the employee must now use their personal leave time (i.e. sick leave until exhausted and then annual leave). If need to request Family Medical Leave due to serious health condition as defined in the UT HR FML policy 338, please contact the UTSI HR office at 931-393-7226 or hr@utsi.edu.

11. **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 and contact the UTSI Workers Comp Coordinator – Pam Ledford at hr@utsi.edu.

12. **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.

**Please see following CDC guidelines for more information:**

1) **When to Quarantine** - For the latest CDC recommendations, see the following link: [https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html)

2) **When to End Home Isolation** - For the latest CDC recommendations, see the following link: [https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html)

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