WORKFLOW FOR SUPERVISORS

**Step 1: Complete the BRT Form to Report Positive Test or Close Contact**
- Have the employee complete the **BRT Form** (applies to both isolation & quarantine)
- Office of Health Security will begin contact tracing and instruct the employee appropriately
- Create a work plan for the employee (working remotely or taking leave)

**Isolation:**
Employee **Tested Positive** for COVID-19
- Isolation typically lasts 10 days **IF:**
  1. Symptoms have improved **AND**
  2. At least 10 days have passed since the start of symptoms **AND**
  3. No fever within the past 24 hours and not using any fever-reducing medication
- **Please remember** - some individuals may not exhibit symptoms

**Quarantine:**
Employee was in **Close Contact** with an individual who tested positive for COVID-19
- Quarantine typically lasts 10 days **IF:**
  1. No symptoms related to COVID-19 during the quarantine period developed **AND**
  2. It has been 10 days since the close contact with the positive case
- **Please remember** - quarantine may last up to 24 days if the employee cannot separate from a positive case in their household
- Example: parents who must take care of a child who has tested positive for COVID-19 and cannot isolate from the positive case

**Step 2: Receive a Return to Work Release note from the Office of Health Security**
- At the end of the isolation/quarantine period, the Office of Health Security will contact the employee via email for a follow-up interview
- Office of Health Security will **email the employee** if it is safe to return to work; employees are instructed to share return to work email with supervisors

Source: coronavirus.jhu.edu/contact-tracing

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