

COVID-19 Flowchart for Employees



*Completion of workers' compensation paperwork does not guarantee coverage of claim.

COVID-19 Information for Employees

Definitions

Close contact is defined by the CDC as:

1. being within approximately 6 feet of a COVID-19 case for a prolonged period of time (more than 15 minutes) or
2. having direct contact with infectious secretions of a COVID-19 case.

Isolation separates a sick person with a contagious disease from people who are not sick.

Quarantine separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.

Important Contact Information

La Crosse County COVID Hotline	608-785-6240
Gundersen Nurse Advisor Line	1-608-775-4454
Mayo Nurse Advisor Line	1-608-785-0940 (ask for the nurse line)
FEI-Employee Assistance Program	www.feieap.com/1-800-638-3327

What will Viterbo do if I get tested for COVID-19?

- Human Resources will ask a series of questions to determine next steps.
 - If able, the employee will be asked to work from home until results of the COVID-19 test have been returned and/or once medical clearance to return has been provided by a doctor or the La Crosse County Health Department.
 - If the direct exposure occurred at work and an employee was exposed by either a co-worker or a student with a known positive case, Human Resources will work with the exposed employee to complete workers' compensation paperwork.
 - In this situation, employees have the option to be tested by their own provider or through Viterbo's contracted agreement with Mayo. This will be coordinated through Health Services.
- Physical Plant will be deployed to the workspace and any areas the employee may have been, to clean and disinfect the impacted areas.
- If test results come back positive, Communications will send out an email to the Viterbo community notifying employees of the positive case. Those directly impacted or likely to have had direct contact will be notified.
- Notify key university staff via the COVID-19 intake form and work with your supervisor during your isolation period, with your consent.

What should I do if I am exposed or experiencing symptoms?

- Contact Human Resources at 608-796-3930 or 608-796-3931 immediately if you haven't already, follow the steps they recommend, and remain in contact with them until all steps are completed.
- Utilize employee assistance support. Exposure to and positive diagnosis of COVID-19 can be incredibly stressful. Those experiencing symptoms such as difficulty sleeping, eating more or less than usual, inability to focus/concentrate, concerns about the ability to complete coursework/tasks, periods of unexplained crying, feelings of exhaustion, etc. are strongly encouraged to have these issues addressed through mental health support. You can access completely free and confidential counseling support at www.feieap.com or by calling 1-800-638-3327.
- Continue to exhibit good safety and hygiene practices.
- Focus on taking care of yourself.

If you test positive for COVID-19, you should:

- contact Human Resources immediately.
- continue isolation.
- comply with local county health department officials and contact tracers.