

Employee Exposure to COVID-19

Have you had close contact with a person who tested positive for COVID-19?

A close contact is someone who

- Lives in the same house as a sick person with COVID-19.
- Cares for a sick person with COVID-19.
- Has been within 6 feet of a sick person with COVID-19 for 15 minutes or longer.
- Has been in direct contact with secretions from a sick person with COVID-19.

YES

- Stay home for 14 days from the time of your exposure. This will be the last time you came in close contact with the positive individual.
- Do not come to work or campus, avoid contact with others.
- Contact the TCU COVID-19 Hotline at [817-257-2684](tel:817-257-2684) to report your exposure.
- Fill out the TCU Employee Self-Observation Form <https://forms.tcu.edu/covid19/report/>
- Take your temperature with a thermometer two times a day to monitor for fever. You can use a [temperature log](#) to record your results.
- Watch for [cough or trouble breathing](#).
- Review the [COVID-19 daily responsibility list](#) and follow the instructions based on symptoms.
- Do not take public transportation, taxis, or ride-shares.

A Care Coordinator will work with you during your quarantine, providing a wide range of support services.

- Working with your supervisor to inform them of your absence.
- Connecting to HR for any leave or FMLA processes needed.
- Connecting you to mental and physical health resources.

NO

Continue to conduct daily health assessments and maintain good hygiene and prevention standards including washing hands, wearing a face cover, maintaining 6 feet of physical distance, cleaning and disinfecting common spaces before and after use.

