

# Employee Testing for COVID-19

If you have symptoms, it is important to be screened for COVID-19. Employees should contact their healthcare provider to determine if testing is appropriate. If you are tested, please stay at home away from others while you await your results. The CDC also recommends you wear a face covering, cover your coughs and sneezes, avoid sharing common household items, wash your hands frequently, and routinely clean high touch surfaces such as tabletops, doorknobs and light switches.

## What were the results of your COVID-19 test?

### POSITIVE

Call the TCU COVID-19 Hotline at [817-257-2684](tel:817-257-2684) to report your results and speak with a Care Coordinator.

Supervisors may also use the hotline to report an employee who has a confirmed positive test. Supervisors are allowed to report on behalf of the employee only if the employee is not able to self-report.



**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.

**You will be required to isolate until both of the following conditions of recovery are met.**

- At least 3 days have passed without a fever, without the use of fever-reducing medications, and improvement in any respiratory symptoms (cough, shortness of breath).
- At least 10 days have passed since your symptoms first appeared.

### NEGATIVE

You do not have COVID-19, please stay home until your current illness passes.

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.

