Steps to Follow when Employee has COVID-like Illness or Tests Positive for COVID-19*

1. Either the employee or you will notify Occupational Medicine (Occ. Med.) on the employee's behalf, at psuoccmed@psu.edu or 814.863.8492. Please note that you must inform the employee that you will make this contact, but allow them to do so if they confirm with you that they elect to contact Occ. Med. themselves.

2. Notify your unit's Pandemic Safety Officer (without identifying the name of the employee).

3. Notify your unit's Facility Coordinator (without identifying the name of the employee).

4. Complete COVID-19 reporting tool (Refer to COVID-19 Space Closure Assessment and Reporting Instructions).

5. If space has been impacted; close the space and post sign in coordination with Facility Coordinator (Refer to COVID-19 Cleaning Protocol & Decision Guide).

Supervisors who have been notified that an employee has tested positive for COVID-19 must maintain the confidentiality of employee medical and health information and must not share confidential medical information beyond what is set forth above, including, but not limited to, an employee's diagnosis, status and/or test results.

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