Notify your supervisor if you have been on campus in the previous 14 days and meet any one of the following conditions:

- Test positive for COVID-19.
- Receive a COVID-19 diagnosis.
- Experience COVID-19 symptoms.
- Believe you have been exposed to COVID-19.

**EMPLOYEE RESPONSIBILITIES**

**SUPERVISOR RESPONSIBILITIES**

- **DIRECT EMPLOYEE TO AVAILABLE RESOURCES:** Share the positive COVID-19 communication form and contact email for OSU's Protected Leave Team (fmla@oregonstate.edu).
- **NOTIFY OTHERS OF POTENTIAL EXPOSURE:** Inform location-relevant point of contact and confirm communication plan for close contacts and affected employees while protecting medical privacy and identity of infected person.
- **HELP REDUCE VIRUS SPREAD:** Ensure the employee has an isolation plan and arrange for enhanced cleaning of their workspace.

**POINT OF CONTACT**
Get in touch with the designated contact for your location.

**CLOSE CONTACTS**
Co-workers or other contacts who were within six feet of identified employee for more than 15 minutes.

**AFFECTED EMPLOYEES**
Employees in the same facility or same well-defined portion of facility.

Stay safe and healthy.

Learn more at hr.oregonstate.edu/covid-19-resources/positive-case-communication.