

COVID-19 NOTIFICATION PLAN



EMPLOYEE RESPONSIBILITIES

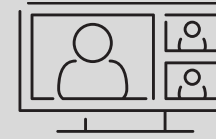
Notify your supervisor if you have been onsite at any OSU location in the previous 14 days and meet any one of the following conditions:

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



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 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.



NOTIFY OTHERS (within 24 hours)



POINT OF CONTACT

Get in touch with the designated contact for your location.



CLOSE CONTACTS

Co-workers or other contacts who were within 6 feet of identified employee for more than 15 minutes.



AFFECTED EMPLOYEES

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