



North Hennepin
Community College
A member of Minnesota State

Contact Tracing Procedure for EMPLOYEES with POSITIVE COVID-19 Test

Responsible Party: Human Resources

Effective Date: Friday, July 24, 2020

Notification

- If an employee tests positive for COVID-19 they need to contact Victoria DeFord in Human Resources or their supervisor.
 - If the employee contacts the supervisor, the supervisor needs to contact Victoria ASAP
 - If the employee tests positive they need to stay away from campus for a minimum of 14 calendar days. They should work with their supervisor regarding teleworking. If the employee has any leave questions they should work with their supervisor and contact Human Resources.
 - The employee has to send Victoria a return to work letter from their medical provider before they will be allowed back on campus.
 - If an employee notifies their supervisor or Human Resources that they have come in to contact with someone else who has tested positive but the employee **has not been tested or tested negative**, the employee needs to self-quarantine and must stay away from campus for 14 calendar days. They should work with their supervisor regarding teleworking. If the employee has any leave questions they should work with their supervisor and contact Human Resources.

Contact Tracing

- Victoria will contact the employee who has tested positive and ask them:
 - Have you been on campus during the past 14 calendar days, if YES
 - Who did you come in to contact with where you were **within 6 feet of the individual and in contact for 15 minutes or longer?**
 - What areas/locations of the campus did you spend time in?
 - If one of the possible contacts is a student, Victoria will send that information to Erin Lynne to begin the Student Notification procedure.

Contact(s) Notification

- Within 48 hours, Victoria will send an email to each employee who may have been exposed to a colleague or student who has tested positive for COVID-19. The email will be general and will not name the employee who tested or any other identifying information so that we are following the MN Data Practices Act.
- Victoria will contact departments who need to know about a college area that may have been contaminated with the virus (i.e. Facilities).

Employee and Supervisor Support

- The Human Resources Business Partner will email the employee and supervisor information on how to code the employee's timecard and provide any benefits information the employee may need.
- The employee **who has tested positive for COVID-19** cannot return to campus until they send Victoria a return to work letter from their health care provider.
- If the supervisor has any questions or needs any assistance, they should contact Victoria.