



EMPLOYEE PROTOCOL
COVID-19 SYMPTOMS / EXPOSURE / POSITIVE CASE

FEELING SICK?
BE SAFE, COURTEOUS & TAKE THESE STEPS.
www.rsu.edu/HealthyHillcats | #HealthyHillcats

#1 STAY HOME
Isolate yourself to promote the health of others.

#2 LET US KNOW
Complete the Reporting Tool on the COVID-19 Tab on MyRSU.

#3 SEEK MEDICAL ATTENTION
Consult with your primary care physician or the Student Health Center.

INSTRUCTIONS FOR EMPLOYEES

1. STAY HOME

Employees should be an active participant in their health. If an employee has tested positive for COVID-19, been exposed to an individual who has tested positive for COVID-19, or is not feeling well, has cough or difficulty breathing, then the employee should not come to campus.

2. LET US KNOW

REPORT THIS INFORMATION to your supervisor.

COMPLETE THE APPROPRIATE COVID-19 FORM on MyRSU at <https://my.rsu.edu/ics>, in COVID-19 Tab.

3. SEEK MEDICAL ATTENTION

SEEK MEDICAL HELP FROM your personal medical provider, the Health Department, Indian Health Services, an urgent care center or a hospital.

CONSULTS AND FOLLOW GUIDELINES from the Centers for Disease Control (CDC) for isolation and/or quarantine. Find what to do here:
<https://www.cdc.gov/coronavirus/2019-ncov/testing/diagnostic-testing.html>

SUPERVISOR will:

1. NOTIFY HUMAN RESOURCES

- **Jamil Haynes** - 918-343-7728 or jhaynes@rsu.edu
- **Claudia Story** - 918-343-7796 or cstory@rsu.edu
- **Suzanne Perry** - 918-343-7886 or sperry@rsu.edu

2. MAKE APPROPRIATE ACCOMMODATIONS

Supervisor/Department Head collaborate with affected employee to formulate plan to cover duties, telecommuting plan or other needed job accommodations. .

HUMAN RESOURCES will:

1. NOTIFY COVID-19 TASK FORCE MEMBERS

- **Dr. Carla Lynch**, COVID-19 Task Force Chair (918-343-7735 or 918-740-9797)
- **Mr. Jeffrey Paden**, COVID-19 Screening Tool Liaison (918-343-6808 or 918-633-9562)

2. CONTACT ROGERS COUNTY HEALTH DEPARTMENT in the event of a positive case that was not originally reported through the Rogers County Health Department (918-341-3166).

The Health Department will initiate contact tracing.

3. CONTACT AFFECTED EMPLOYEE

- To ensure health needs are discussed- physician follow-up and referrals
- To provide guidelines from CDC on requirements for self-isolation/quarantine
- To ensure workplace needs are determined- time off required, telecommuting, payment and benefit options

4. CONTACT THE FOLLOWING RSU ADMINISTRATORS

- **Dr. Robert Goltra**, Vice President of Student Affairs (918-343-7569 or 417-540-1483).
- **Dr. Mark Rasor**, V.P. for Administration and Finance (918-343-7836, 918-320-9528).
- **Brandon Irby**, Director of Communications & Marketing, (918-343-7771 or 918984-5194).

DR. MARK RASOR will:

1. CONTACT PHYSICAL PLANT AND SOURCE ONE for disinfecting and cleaning, if applicable.

2. CONTACT BUILDING MONITOR to apprise of situation and actions taken, if applicable.