

THE UNIVERSITY OF SOUTHERN MISSISSIPPI

CHECKLIST FOR SUPERVISOR

*Note: These guidelines are subject to change as the situation evolves.
To stay informed, visit the University's [COVID-19 website](#) for updates.*

WHILE WORKING ON-SITE

- ☐ Continue to model personal hygiene practices and encourage faculty, staff, students and visitors to adhere to our [community standards](#), [personal safety measures](#) and [daily self-screening protocols](#) (masks, physical distancing, disinfecting and cleaning, cough and sneeze hygiene).
- ☐ Ensure that students, faculty and staff maintain proper physical distancing. In situations where this is not possible, every effort must be explored to find alternatives, and it is critical to keep the length of these interactions to a minimum.
- ☐ Employees who test positive for COVID-19, have had a **close contact*** exposure, or are experiencing possible COVID-19 symptoms should be sent home immediately and referred to their healthcare provider or Moffitt Health Center. Advise them to review the [Employment FAQs](#) on the COVID-19 website.
- ☐ Contact your HR partner, who will help you manage the situation and answer questions.
- ☐ The employee's healthcare provider (either his or her own doctor or Moffitt Health Center) should direct decisions about whether to test and/or self-isolate and for how long. If the employee does not wish to seek care from a healthcare provider, refer to the [USM health protocols](#). Moffitt Health Center may also be consulted as needed.
- ☐ Consult the [USM health protocols](#) to determine if coworkers are an exposure risk and should also be sent home to seek testing/care. Moffitt Health Center may be consulted, as well.
- ☐ Communicate with HR throughout to ensure policies are being followed and we are handling issues consistently across the University.
- ☐ The names of employees who test positive or have been exposed should not be shared by you for HIPAA purposes, just that a potential exposure exists.
- ☐ Contact Physical Plant to request a special cleaning of the work area, if applicable.
- ☐ Notify your chain of command of a positive test and/or exposure.
- ☐ Work with your HR partner on requests for accommodations (such as an employee asking to work remotely because of a health condition). Refer to the MSDH website for information on [when it is safe to return to work](#).
- ☐ Don't panic and start sending everyone home and telling them they need to get tested. Immediately reach out to HR or the Moffitt Health Center for assistance.

**Close contact is defined as people you have been within 6 feet of for at least 15 minutes within the 48 hours before symptom onset and while symptomatic.*