

# HR Notification, Testing, Quarantine & Isolation

Updated August 2, 2021

Vaccination Status	Fully Vaccinated or recovered from COVID-19 in the past 3 months	Not fully vaccinated
<p><b>Had contact with someone who has COVID-19</b></p> <p>“Contact” is defined by the CDC as within 6 feet for a cumulative total of 15 minutes or more over a 24-hour period (for example, three individual 5-minute exposures for a total of 15 minutes).</p> <p>Source: <a href="#">Glossary of Key Terms</a>, CDC, 2021-03-08</p>	<p><u>ALERT HR</u> of your contact</p> <p><u>WATCH FOR SYMPTOMS</u> for 14 days &gt; If you develop symptoms such a fever, cough, or shortness of breath, follow instructions for <b>Experiencing Symptoms Consistent with COVID-19</b></p> <p><u>WORKING</u>: You do not need to quarantine unless you develop symptoms.</p> <p><u>WEAR A MASK</u> in public indoor spaces (including all library spaces) for 14 days or until you receive a negative test result</p> <p><u>GET TESTED</u> 3-5 days after exposure &gt; If your result is positive, follow instructions for <b>Received a Positive Test Result</b> &gt; If your result is negative, you may again follow mask guidance for fully vaccinated employees</p> <p>Source: <a href="#">Interim Public Health Recommendations for Fully Vaccinated People</a>, CDC 2021-07-28</p>	<p><u>ALERT HR</u> of your contact</p> <p><u>STAY HOME</u>. Isolate from others as much as possible except to seek healthcare or testing. You will be asked to quarantine for at least 7 days.</p> <p><u>WATCH FOR SYMPTOMS</u> for 14 days &gt; If you develop symptoms such as including fever, cough, or shortness of breath, follow instructions for <b>Experiencing Symptoms Consistent with COVID-19</b></p> <p><u>WORKING</u> &gt; If you are willing and able, work from home. &gt; If you are unable to work from home, your time will be paid under MEDICAL LEAVE. &gt; If you do not have medical leave or do not have any medical leave remaining, your time will be paid under COVID TIME.</p> <p><u>GET TESTED</u> 3-5 days after exposure &gt; If your result is positive, follow instructions for <b>Received a Positive Test Result</b> &gt; If your result is negative – how many days after the onset of symptoms was your test? &gt; Day 5 or after – you may return to work after the 7th day of quarantine as long as you remain symptom-free. &gt; Before Day 5 – test again on day 5, 6 or 7. &gt; If that test is negative, you may return to work after the 7th day of quarantine as long as you are symptom-free. &gt; If you choose not to test again, you may return to work after the 10th day of quarantine, as long as you are symptom-free.</p> <p>Source: <a href="#">When to Quarantine</a>, CDC, 2021-07-29</p>
<p><b>Experiencing Symptoms Consistent with COVID-19</b></p> <p>Symptoms may appear 2–14 days after exposure to COVID-19 and can include new occurrences of:</p> <ul style="list-style-type: none"> <li>• Fever or chills</li> <li>• Cough</li> <li>• Shortness of breath or difficulty breathing</li> <li>• Tiredness</li> <li>• Muscle or body aches</li> <li>• Headache</li> <li>• New loss of taste or smell</li> </ul>	<p><u>SEEK EMERGENCY MEDICAL ATTENTION</u> if you have trouble breathing or have any other <a href="#">emergency warning signs</a>, or if you think it is an emergency.</p> <p><u>ALERT HR</u> that you are symptomatic</p> <p><u>STAY HOME</u>. Isolate from others as much as possible except to seek healthcare or testing. Wear a mask if you must be around other people or animals (including pets).</p> <p><u>CONTACT TRACING</u>. HR will alert your close contacts at work to let them know someone they work with is experiencing symptoms. They will not share your identity. You should do the same for close contacts that you had outside of work. An infected person can spread COVID-19 starting 2 days before the person has any symptoms or tests positive. By letting your close contacts know they may have been exposed to COVID-19,</p>	<p><u>SEEK EMERGENCY MEDICAL ATTENTION</u> if you have trouble breathing or have any other <a href="#">emergency warning signs</a>, or if you think it is an emergency.</p> <p><u>ALERT HR</u> that you are symptomatic.</p> <p><u>STAY HOME</u>. Isolate from others as much as possible except to seek healthcare or testing. Wear a mask if you must be around other people or animals (including pets). You will be asked to quarantine for at least 10 days.</p> <p><u>CONTACT TRACING</u>. HR will alert your close contacts at work to let them know someone they work with is experiencing symptoms. They will not share your identity. You should do the same for close contacts that you had outside of work. An infected person can spread COVID-19 starting 2 days before the person has any symptoms or tests</p>

<ul style="list-style-type: none"> <li>• Sore throat</li> <li>• Congestion or runny nose</li> <li>• Nausea or vomiting</li> <li>• Diarrhea</li> </ul> <p>Source: <a href="#">Symptoms of COVID-19</a>, CDC, 2021-02-22</p>	<p>you are helping to protect everyone.</p> <p><u>GET TESTED</u> right away. Notify HR with test results when you have them.</p> <ul style="list-style-type: none"> <li>&gt; If your result is positive, follow instructions for <b>Received a Positive Test Result</b>.</li> <li>&gt; If your result is negative, you may return to work the next day as long as you have gone at least 24 hours with no fever without the use of fever-reducing medications</li> </ul> <p>Source: <a href="#">Interim Public Health Recommendations for Fully Vaccinated People</a>, CDC, 2021-07-28; <a href="#">What To Do If You Are Sick</a>, CDC, 2021-02-21</p>	<p>positive. By letting your close contacts know they may have been exposed to COVID-19, you are helping to protect everyone.</p> <p><u>GET TESTED</u> right away. Notify HR with test results when you have them.</p> <ul style="list-style-type: none"> <li>&gt; If your result is positive, follow instructions for <b>Received a Positive Test Result</b></li> <li>&gt; If your result is negative – how many days after the onset of symptoms was your test? <ul style="list-style-type: none"> <li>&gt; Day 5 or after – you may return to work after the 10th day of quarantine as long as you remain symptom-free.</li> <li>&gt; Before Day 5 – test again on day 5, 6 or 7. <ul style="list-style-type: none"> <li>&gt; If that test is negative, you may return to work after the 10th day of quarantine as long as you are symptom-free.</li> <li>&gt; If you choose not to test again, you may return to work after the 14th day of quarantine, as long as you are symptom-free.</li> </ul> </li> </ul> </li> </ul> <p><u>WORKING.</u></p> <ul style="list-style-type: none"> <li>&gt; If you are still quarantined after you feel better and you are able, you may work from home.</li> <li>&gt; If you are unable to work from home, your time will be paid under MEDICAL LEAVE.</li> <li>&gt; If you do not have medical leave or do not have any medical leave remaining, your time will be paid under COVID TIME.</li> </ul> <p>Source: <a href="#">What To Do If You Are Sick</a>, CDC, 2021-02-21</p>
<p><b>Received a Positive Test Result</b></p>	<p><u>ALERT HR</u> that you have tested positive for COVID-19</p> <p><u>STAY HOME.</u> Isolate from others as much as possible except to seek healthcare. Wear a mask if you must be around other people or animals (including pets).</p> <p><u>MONITOR YOUR SYMPTOMS.</u> Most people with COVID-19 have mild illness and can recover at home without medical care. Stay in touch with your doctor. Call ahead before you get medical care. Be sure to get care if you have trouble breathing or have any other <a href="#">emergency warning signs</a>, or if you think it is an emergency.</p> <p><u>CONTACT TRACING.</u> HR will alert your close contacts at work to let them know someone they work with has COVID-19 so they may follow the steps outlined under <b>Had Contact with Someone Who Has COVID-19</b>. They will not share your identity. You should do the same for close contacts that you had outside of work.</p> <p><u>WORKING</u></p> <ul style="list-style-type: none"> <li>&gt; If you are willing and able, work from home.</li> <li>&gt; If you are unable to work from home, your time will be paid under MEDICAL LEAVE.</li> <li>&gt; If you do not have medical leave or do not have any medical leave remaining, your time will be paid under COVID TIME.</li> </ul> <p>You may <u>RETURN TO WORK</u> when</p> <ul style="list-style-type: none"> <li>&gt; it has been at least 10 days since you tested positive for COVID-19, and</li> <li>&gt; it has been at least 10 days since your symptoms (if any) first appeared, and</li> <li>&gt; you have gone at least 24 hours with no fever without the use of fever-reducing medications, and</li> <li>&gt; other symptoms of COVID-19 are improving. (Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation.)</li> </ul> <p>NOTE: If you are severely ill with COVID-19, you may need to stay home longer than 10 days after your symptoms first appeared. If you have a weakened immune system, you may require testing to determine when you can be around others. Talk to your healthcare provider for more information. Your healthcare provider will let you know if you can resume being around other people based on the results of your testing.</p> <p>Source: <a href="#">Quarantine and Isolation</a>, CDC, 2021-07-29</p>	

<p><b>Traveled to a “hot spot”</b></p> <p>Hot spots include any <a href="#">Illinois Resurgence Region</a> or any “avoid travel” location on the <a href="#">Chicago Travel Advisory</a> list.</p>	<p>Fully vaccinated individuals do not need to get tested or quarantine after travel within the United States.</p> <p>Source: <a href="#">Interim Public Health Recommendations for Fully Vaccinated People</a>, CDC, 2021-07-28</p>	<p><u>NOTIFY HR</u> of travel plans that involve a “hot spot”</p> <p><u>GET TESTED</u> 3–5 days after travel</p> <ul style="list-style-type: none"> <li>&gt; If your result is positive, follow instructions for <b>Received a Positive Test Result</b></li> <li>&gt; Even if your result is negative, you will be required to <u>STAY HOME</u> and quarantine for a full 7 days after your return.</li> <li>&gt; If you do not get tested, you will be required to <u>STAY HOME</u> for 10 days after your return.</li> </ul> <p><u>WORKING</u></p> <ul style="list-style-type: none"> <li>&gt; If you are willing and able, work from home.</li> <li>&gt; If you are unable to work from home, your time will be paid under MEDICAL LEAVE.</li> <li>&gt; If you do not have medical leave or do not have any medical leave remaining, your time will be paid under COVID TIME.</li> </ul> <p>Source: <a href="#">Domestic Travel During COVID-19</a>, CDC, 2021-06-10</p>
<p><b>Traveled internationally</b></p> <p>The CDC recommends that you do not travel internationally until you are fully vaccinated. If you are not fully vaccinated and must travel, follow CDC’s international travel recommendations for unvaccinated people.</p> <p>Source: <a href="#">International Travel during COVID-19</a>, CDC, 2021-06-10; <a href="#">COVID-19 Travel Recommendations by Destination</a>, CDC, updated frequently</p>	<p>Fully vaccinated individuals do not need to quarantine after international travel.</p> <p><u>GET TESTED</u> 3-5 days after travel, regardless of vaccination status</p> <ul style="list-style-type: none"> <li>&gt; If your result is positive, follow instructions for <b>Received a Positive Test Result</b></li> </ul> <p>Source: <a href="#">Interim Public Health Recommendations for Fully Vaccinated People</a>, CDC, 2021-07-28</p>	<p><u>NOTIFY HR</u> of international travel plans</p> <p><u>GET TESTED</u> 3-5 days after travel, regardless of vaccination status.</p> <ul style="list-style-type: none"> <li>&gt; If your result is positive, follow instructions for <b>Received a Positive Test Result</b></li> <li>&gt; Even if your result is negative, you will be required to <u>STAY HOME</u> and self-quarantine for a full 7 days after your return.</li> <li>&gt; If you do not get tested, you will be required to <u>STAY HOME</u> for 10 days after your return.</li> </ul> <p><u>WORKING</u></p> <ul style="list-style-type: none"> <li>&gt; If you are willing and able, work from home.</li> <li>&gt; If you are unable to work from home, your time will be paid under MEDICAL LEAVE.</li> <li>&gt; If you do not have medical leave or do not have any medical leave remaining, your time will be paid under COVID TIME.</li> </ul> <p>Source: <a href="#">International Travel during COVID-19</a>, CDC, 2021-06-10; <a href="#">After International Travel</a>, CDC, 2021-05-03</p>
<p><b>Hosted a guest overnight in your home who traveled from a “hot spot” or internationally</b></p>	<p>Rules regarding houseguests from outside of Illinois or outside of the United States are on pause while the Level of Local Transmission in Illinois is Substantial or High. Should a time come when levels are lower in Illinois and higher elsewhere (where an outside guest may introduce a new and significant risk) we may reinstate some reporting requirements and restrictions for employees hosting guests.</p>	