

Employee FAQ - COVID and Employment

If I test positive (through the College testing program or another provider), do I have to tell my supervisor my diagnosis?

You are not required to tell your supervisor of your diagnosis; however, in the spirit of concern for the safety and well-being of others, you are encouraged to tell your supervisor, especially if there is a possibility others in the workplace have been exposed. If you choose not to tell your supervisor, you must still communicate that you will not be at work.

You are expected to contact HR and share the diagnosis so that HR can provide appropriate information concerning recording time, sick time, FMLA, and other leave options available. HR is also available to provide guidance about how to be in conversation with your supervisor or co-workers.

I work on campus. How long do I need to self-isolate and stay home from work after receiving a positive test result?

You are expected to follow the Centers for Disease Control and Prevention (CDC) guidelines and your medical provider's recommendation. Current recommendations are to self-isolate for 10 days following your positive test and be fever free for 24 hours before returning to work.

I work on campus. What are the next steps after I receive a positive test result?

If you are in the College testing program our nursing staff will notify you of your positive result and recommended next steps, which will include self-isolating. Employees should also expect a call from HR or the Dean with additional information.

A representative for the Iowa Department of Public Health (IDPH) from the county in which you reside may also contact you to assist you with contact tracing.

A one-time grant of up to 80 hours of 'sick time' will be available to all employees who test positive to ensure employees follow the recommended guidelines to quarantine and self-isolate. If more than 80 hours of time is needed, staff should contact HR and faculty should contact the dean's office for additional guidance. Follow CDC and medical provider guidelines to self-isolate/quarantine for 10 days and be fever free for 24 hours before returning to work.

I work remotely and received a positive test result. What are the next steps?

If you are asymptomatic and able to work, continue to work. If symptoms develop that create illness and you are unable to perform your duties, notify your supervisor, as you would with any other illness. You are not required to disclose your diagnosis to your supervisor. You are expected to contact HR and share the diagnosis so that HR can provide appropriate information concerning recording time, sick time, FMLA and other leave options if necessary.

I have tested positive and have been on campus. Am I supposed to notify the people I have been around?

The CDC and IDPH suggest that you notify any person you may have exposed based on the current definition of a “close contact”: <https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/appendix.html#contact>. In addition, you should provide the information to the IDPH in the county in which you reside to assist with appropriate contact tracing efforts to prevent further spread.

I have been contact-traced to a confirmed positive. How long do I need to self-quarantine and remain home from work?

The current CDC recommends 14 days from the last known exposure, but with testing and under certain circumstances that may be reduced. Contact your healthcare provider for more guidance. You must also be fever free for 24 hours before returning to work on campus. You may remain in work status, if able to perform your job remotely and your symptoms are such you are able to continue to work. You will receive up to 80 hours of additional sick time for COVID related isolation/quarantine. This is a one-time grant. Should you experience multiple times you must isolate/quarantine, you would need to use your accrued sick time and/or vacation to continue in pay status.

I work on campus. I am symptomatic and cannot report to work but have not received a COVID test or my results yet.

What pay code do I use on my timesheet?

Enter the regular sick pay code until you receive a positive COVID test result. If you later test positive, contact HR to learn more about recording time, sick time, FMLA, and other leave options available.

Should I wait until my diagnosis to complete my time sheet?

No. If you test positive later and the pay period has closed, contact HR and Payroll to update your timekeeping records. If the pay period is still open and you have not submitted your timesheet for approval, you will be able to update the code yourself. Contact HR with questions about recording time, sick time, FMLA, and other leave options available.

If I test positive later, can my timesheet be updated?

Yes. If you later test positive and the pay period has closed, contact HR and Payroll to update your timekeeping records. If the pay period is still open and you have not submitted your timesheet for approval, you will be able to update the code yourself. Contact HR with questions about recording time, sick time, FMLA, and other leave options available.

I work on campus. I have been notified that I have been in contact with someone who has tested positive, either by a public health official or the individual themselves, and must now self-quarantine. Does this time spent in self-quarantine qualify for use of the COVID sick time code? Yes, provided you have not already used the 80-hour allotment. After depleting the 80 hours of additional sick time, you must use any available regular sick leave to be paid. Once regular sick leave is exhausted, you can use vacation. If no sick time or vacation is available, time off unpaid will be granted.

I am unable to get a test, but my physician tells me to assume I am positive and directs me to self-isolate. What do I do?

While this was an issue at the beginning of the pandemic, tests are now widely available. Refer to our testing resource section for options.

I tested positive but have not heard from the Public Health official for my county of residence regarding contact tracing or isolation. What should I do?

You should actively contact the individuals you know you have exposed (“close contacts”) to let them know you have tested positive in order to limit further spread. (The sooner these individuals quarantine themselves, the sooner they can limit the spread by exposing others to their potential illness.) Refer to the CDC guidelines for the most up-to-date definition of a close contact: <https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/appendix.html#contact>

You should call your medical provider for specific guidance based on your symptoms and follow their advice. Current CDC recommendations are to self-isolate and quarantine for 10 days following your positive test and be fever free for 24 hours before returning to work. You should also seek guidance on the quarantine guidelines for household members.

I am not in the College testing program but am concerned that I may have been exposed to COVID and would like to be tested. What are my options?

See our testing resource page for testing site options.

There are several testing options available, also linked on our resource page <https://www.grinnell.edu/campus-life/health-wellness/coronavirus/tools-resources>:

- All faculty, staff, students, and members of their direct households are eligible for testing at the College’s Testlowa Higher Education site located at the Grinnell Public Health building (306 Fourth Avenue). You must complete the [Testlowa assessment](#) to receive a unique test QR code, and at the end of the assessment, select Grinnell College from the list of schools. You will then need to call 641-236-2385 to schedule a test appointment.
- Testing is available at Grinnell’s Hy-Vee (320 West St., S). Sign up for a test here: <https://www.doinedacovid19test.com/>. Call 641-236-6584 if you have additional questions.

- Testing is also possible through the public [Testlowa](#) program. You are required to complete the [Testlowa assessment](#) to receive a unique test QR code and call to schedule an appointment at a Testlowa site listed on the main page.
- Faculty and staff members can now contact SHAW for a test whether or not they are in the testing program.

A member of my household would like to get a COVID-19 test. Can I sign them up for testing on campus through SHAW?

Our on-campus testing program through SHAW is only available to current students, faculty, and staff. In addition to publicly-available testing through Testlowa or Hy-Vee, your household members may schedule appointments through our Testlowa Higher Education site, located at the UnityPoint Public Health Building. Complete the Testlowa assessment to receive a unique test QR code, and at the end of the assessment, select Grinnell College from the list of schools. You will then need to call 641-236-2385 to schedule a test appointment.

I am in the College testing program and experiencing symptoms. Should I report for my scheduled test time? Whom do I notify to find out?

Call SHAW (641-269-3230) and they will inform you of next steps dependent on your specific symptoms.

I am in the College testing program and tested positive. Once I am cleared to return to work, do I need to continue testing?

You will not be tested in the on-campus testing clinic for three months at the recommendation of our University of Iowa consultants. SHAW will keep track of this information and will reach out to you in the future about when you will need to resume testing.

I am in the College testing pool. What happens if my test result comes back inconclusive?

You will receive a call from our nurses to schedule a new test on the next available testing day (either in an outside tented area or the drive-up area for testing staff safety purposes). As a precautionary measure, you will be advised to self-quarantine and not come to work until after the results of the next test are available and if negative. *Should you choose to go to a Testlowa or other outside testing site rather than wait for the next available test day on campus, you will be asked to contact SHAW with the results so that we may provide you with the appropriate support moving forward.*

What PPE is required when I am at work or on campus?

You are required to wear both a facemask and face shield in all shared and public spaces inside College buildings. When in outdoor public spaces, you must keep a face covering with you at all times to use when you come into close proximity with others (within 6 feet). Face coverings are not required when alone in private offices with the door closed.

Why do I see some people on campus wearing goggles or other variations of shields/eyewear? Some employees have been granted the use of alternative eyewear as approved by their supervisors and in accordance with guidance from our University of Iowa consultants.

I have witnessed a campus community member not complying with campus PPE or distancing policies. I am uncomfortable approaching them about it, or they were not cooperative when approached. How can I report this?

You have several options available to you. You may contact your supervisor or HR to seek assistance with next steps. You can also utilize EthicsPoint to submit an anonymous report. Please be aware that HR will not be able to contact you with any follow-up questions through this tool, so provide as much information as possible in your report. Access EthicsPoint here: <https://secure.ethicspoint.com/domain/media/en/gui/38209/index.html>

Supervisor FAQ

An employee has notified me they are unable to report to work for an extended period of time. Can I require my employee to inform me if they have been diagnosed with COVID?

No, you cannot require that employees provide specific medical information. However, they do need to tell you if they are not able to work, just as they would for any other medical illness. Direct your employees to contact HR for more information regarding time cards and FMLA.

One of my employees is exhibiting symptoms of COVID (fever, cough, shortness of breath, etc.). What should I do?

Instruct your employee to go home and to contact their medical provider for guidance to determine if they should be tested or self-quarantine. They should not return to work until they have been fever free for at least 24 hours.

One of my employees informed me they have tested positive. Am I allowed or supposed to notify those who may have worked with this person?

You are not allowed to share medical information—including a positive test—with other employees. You should contact HR, and HR will assist with notifying current co-workers who may have worked with the employee. The college cannot perform contact tracing to identify and confirm close contacts. Employees may self-report to their close contacts if they choose. If the employee who tested positive shares their result with another employee who then reaches out to you, you are allowed to provide guidance to that individual regarding quarantining and time off. You should also let them know to contact HR for additional information.

Additional Resources:

Grinnell College Sites

<https://www.grinnell.edu/campus-life/health-wellness/coronavirus/tools-resources>

<https://www.grinnell.edu/campus-life/health-wellness/coronavirus>

<https://secure.ethicspoint.com/domain/media/en/gui/38209/index.html>

Testing Sites

Grinnell College Testlowa Higher Education signup:

https://covid19testingia.co1.qualtrics.com/jfe/form/SV_8I7JMzsPOSj3L1j?testing_kit_override=education

General Public Testlowa signup: <https://www.testiowa.com/en>

Hy-Vee test signup: <https://www.doineedacovid19test.com/>

CDC Resources

CDC COVID-19 site: <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

CDC Glossary of Terms: <https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/appendix.html#contact>

CDC Contact Tracing: <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/contact-tracing.html>