**Decision Trees for Handling Common COVID-19 Situations**

1) Exposure to a confirmed COVID-19 positive case

I have been in **close contact** (within 6 feet for 15+ minutes) with a known COVID positive case

- **Yes**
  - Report via Wellness app and
  - Send email to supervisor and
  - Send email to HR-COVID19@fsu.edu
  
  Source: [https://coronavirus.hr.fsu.edu/covid-19-frequently-asked-questions](https://coronavirus.hr.fsu.edu/covid-19-frequently-asked-questions)

- **No**
  - No action needed.

Next Steps…

Wellness app sends you and supervisor an automated email with the “routine” advice to quarantine for 14 days. This advice is not tailored to your situation, but it is a start, so follow it until/unless you are advised differently by SAFER or HR.

SAFER team gets notified through Wellness app

- **Not contacted**
  - Follow HR guidance or, if none, see HR and SAFER workplace guidance online.

- **You’re contacted**
  - SAFER team instructs you to take steps (e.g., get tested) and/or quarantine. Follow this advice rather than the Wellness app advice.

HR rep may contact you with additional guidance on returning to work.

If you teach… Notify your chair and discuss the best way to continue the class. The chair will notify the college of the decision. Notify your students via Canvas (announcement and email) of any change in delivery mode. Explain the temporary and possibly shifting nature of the change and keep them informed. It’s probably wise to start with a notice of a 1-week change and then extend it, if necessary.
2) Possible exposure to a confirmed COVID-19 positive case

I have been told by a student in my class that they are positive for COVID-19 and they attended class

Had close contact with student*

Report via Wellness app and Send email to supervisor and Send email to HR-COVID19@fsu.edu

No close contact with the student*

You were not likely “exposed.” Tell student to report their status through the Wellness app. Do not report yourself as an exposure to FSU. SAFER may email you with advice to temporarily stop in-person classes while they contact trace – notify your chair of this.

Next Steps...

Wellness app sends you and supervisor an automated email with the “routine” advice to quarantine for 14 days. This advice is not tailored to your situation, but it is a start, so follow it until/unless you are advised differently by SAFER or HR.

HR rep may contact you with additional guidance on returning to work.

SAFER team gets notified through Wellness app

Not contacted

Follow HR guidance or, if none, see HR and SAFER workplace guidance online.

You’re contacted

SAFER team instructs you to take steps (e.g., get tested) and/or quarantine. Follow this advice rather than the Wellness app advice.

If you teach… Notify your chair and discuss the best way to continue the class. The chair will notify the college of the decision. Notify your students via Canvas (announcement and email) of any change in delivery mode. Explain the temporary and possibly shifting nature of the change and keep them informed. It’s probably wise to start with a notice of a 1-week change and then extend it, if necessary.

*Close contact = within 6 feet for 15+ minutes
3) Minor child has been told to quarantine from day care/school

I was told my child was exposed to COVID-19 and must quarantine → Yes → Contact your chair and discuss any temporary changes needed while you remain home to care for your child during the required quarantine. Chair notifies the college of the decision. Follow the requirements of your child’s day care/school for getting them cleared to return. Do not report yourself to FSU as an exposure (yet).

Your child has no symptoms, tests negative, and is cleared to return to school → You were not likely exposed to COVID-19. Notify your chair and return to work. No further action is needed.

Your child becomes symptomatic and tests positive for COVID-19 or is asymptomatic but tests positive for COVID-19 → Go to decision tree for Situation 1 (exposure to confirmed COVID-19 case)
4) Instructor is having cold/flu symptoms

I am experiencing symptoms that may be COVID-19 (sore throat, fever, etc.)

Isolate at home and send an email to your supervisor. Consult your health care provider for advice on getting tested. Testing is widely available and does not need to be done through FSU. Source: https://coronavirus.hr.fsu.edu/covid-19-frequently-asked-questions

Yes

You are clear to return to work unless notified otherwise by HR. If still unwell, work with supervisor on when to return. Wear a mask to avoid spreading your cold/flu.

If you get tested through a non-FSU provider (e.g., at Bragg Stadium), report the result via the Wellness app. Testing through FSU is automatically reported to SAFER. Source: https://uhs.fsu.edu/coronavirus/testing-faqs/general

Tested negative

Tested positive

Notify your supervisor. SAFER team and/or HR rep may contact you with additional guidance on returning to work. Wellness app will send automated email to you and your supervisor. Continue to isolate.

Follow HR and/or SAFER guidance or, if none, see HR and SAFER workplace guidance online for when you can return to work.

Sick leave should be used if you are too ill to perform your assigned duties.

If you teach... Notify your chair and discuss the best way to continue the class. The chair will notify the college of the decision. Notify your students via Canvas (announcement and email) of any change in delivery mode. Explain the temporary and possibly shifting nature of the change and keep them informed. Notify your chair of any change in your ability to continue teaching your class.
General Guidance and Reminders

- Remind faculty that they should talk to the chair before making any decisions about how to proceed with a class if a COVID-19 situation arises.
- Focus on continuity of instruction when dealing with COVID-19 situations.
- Where possible, consider all other options before going to “remote for 2 weeks,” including a move to remote for just one or two class periods to monitor things (e.g., when actual “exposure” to a COVID-19 case is unlikely given the distance between the instructor and a student who tests positive).
- Notify the college of all arrangements you make to allow someone to teach “remote” rather than in person and keep the college informed if a situation continues to evolve (e.g., a 2-week “remote” delivery mode may need to be extended).
- Remind instructors who have to make a temporary change to “remote” delivery to communicate clearly with their students via Canvas (e.g., announcement and email) with enough notice to allow students to make the shift.
- The SAFER team is doing its best to communicate with all of the people on campus who are experiencing a reported COVID-19 situation. Please have patience and rely, if necessary, on existing workplace guidance if you or your faculty are not receiving communication from SAFER or from HR (see links to workplace guidance on first page).
Helpful Links and Resources for COVID-19 Issues

Most Recent Important Announcements (IA) and Guidance from Central Administration:

8/27/21 – IA about SAFER messages and students cleared/not cleared to attend class:
https://view.s11.exacttarget.com/?qs=5ec460214c8bb5fede54a056887f63a679e4b4af759a5c085165d217d84bce5d3143924566ba64c9ebba4827b02a16684176e359a39a187e73320ed61e7f90d83d5b5c410eb30750d6a949d2f4e410e8

8/27/21 – Email from Sam with clarifications from Janet Kistner (notify Sheryl if you did not receive this email)

8/25/21 – Updated “FAQs for Instructors” on FDA site (scroll down and click on the FAQs; watch for updates on FAQs at this site):
https://fda.fsu.edu/teaching-during-covid

8/5/21 – IA about Healthy Classroom Environment:
https://view.s11.exacttarget.com/?qs=c2128e2d0c6afe704aeac5c6c4b2d0d880edd7f82b0fd6165d194f8dda3cbff74a3a2f230859506af77e610f456191a872d0477b8cda8ccd515a15243dfdea2a5d8257a5f3da38d68e5caf54da1dcd

Resources for Workplace Guidance:

- HR’s Workplace Guidance: https://coronavirus.hr.fsu.edu/covid-19-workplace-guidance-fall-2021
- HR’s FAQs: https://coronavirus.hr.fsu.edu/covid-19-frequently-asked-questions
- SAFER website: https://stayhealthy.fsu.edu/safer

Resources for ADA Accommodations (for those seeking to teach the entire semester “remote”):

HR’s website on ADA: https://hr.fsu.edu/sections/equity-diversity-inclusion/americans-disabilities-act-ada