Decision Trees for Handling Common COVID-19 Situations
(Developed by the College of Arts & Sciences and updated by SAFER)

*Close contact = within 6 feet for 15+ minutes

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 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 basic advice.

SAFER will follow up within 24 hours with detailed advice based on the latest guidance.

- SAFER team gets notified through Wellness app
  - Not contacted
    - Utilize SAFER’s instructions to determine if your vaccination is up-to-date and provide that documentation to the link requested. Generally speaking, if you are up-to-date on vaccines, quarantine is not required.
  - You’re contacted
    - SAFER team instructs you to take steps (e.g., get tested) and/or quarantine.

If you teach… Notify your chair/school director and discuss the best way to continue the class. The chair/director 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. Changes in delivery mode lasting more than two weeks must be reported to VP Kistner.
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

Report the student status via Wellness app:
Use the upper right menu and select “Contact SAFER Team” and select student from your class roster.

You were not likely “exposed.” Tell student to report their status through the Wellness app. Do not report yourself as an exposure to FSU. You can email SAFER with students seated within 6 ft of positive student for more than 15 minutes, if you have that information.

No close contact with the student*

You’re contacted

Next Steps…

SAFER team instructs you to take steps (e.g., get tested) and/or quarantine. Return date may be based on self-assessed symptoms.

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

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SAFER will reach out via email and may request additional information. If you qualify for “no quarantine” and do not plan to quarantine, upload evidence of current vaccination status at https://stayhealthy.fsu.edu/safer.

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

SAFER team gets notified through Wellness app and sends email within 24 hrs with further instructions

Not contacted

Wellness app sends you and supervisor an automated email with the “routine” advice based on what you indicated on the app. To be exempt from quarantine you need to be boosted if you are eligible. You can double-check the latest information on boosters at https://www.cdc.gov/coronavirus/2019-ncov/vaccines/booster-shot.html.

NOTICE: This document is not official and is for educational purposes only. Please refer to the official FSU COVID-19 website for the most current information.
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/school director and discuss any temporary changes needed while you remain home to care for your child during the required quarantine. Chair/director 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.)
  - Yes
    - Isolate at home and send an email to your supervisor. Seek COVID-19 testing.
    - Testing is widely available and does not need to be done through FSU.
    - Source: [https://coronavirus.hr.fsu.edu/covid-19-frequently-asked-questions](https://coronavirus.hr.fsu.edu/covid-19-frequently-asked-questions)

- You are clear to return to work unless notified otherwise by HR. If still unwell, work with supervisor on when to return. Wear a medical-grade mask to avoid spreading your cold/flu.
  - Tested negative
    - If you get tested through a non-FSU provider (e.g., at Bragg Stadium) or by home-based test, report the result via the Wellness app. Testing through FSU is automatically reported to SAFER.
    - Source: [https://uhs.fsu.edu/coronavirus/testing-faqs/general](https://uhs.fsu.edu/coronavirus/testing-faqs/general)

- Tested positive
  - Notify your supervisor. Wellness app will send automated email to you and your supervisor. SAFER will follow up with detailed instructions by email or phone. If you tested at home, SAFER may request additional information about the date you tested if that was not provided via the app.
  - Continue to isolate for a minimum of 5 days from the day you tested (day 0), up to 10 days if your symptoms are not resolving. If your symptoms are still not resolved by day 10, reach out to HR about extended leave.
  - 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.

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