COVID-19 Quick Reference Guide for Supervisors

What to do when an employee tests positive for COVID-19

If the employee is currently working on site and receives a positive test result, the employee should return home to self-isolate.

If the employee is currently working remotely or contacts you after hours to report a positive test result, the employee should remain at home and self-isolate.

If an employee tests positive, they can report their case to the Virginia Tech Case Management Team using this form. *(Note: All students should fill out the student disclosure form. This includes student wage and paid graduate students.)*

Employees experiencing concerning symptoms should also contact their health care provider.

Employees should keep open communication with their supervisors and HR representatives regarding their return-to-work plan. When an employee reports a case they will receive an automated email with their estimated return-to-work date. If the date is extended due to positive results of additional testing, prolonged illness, or other scenarios, the employee will receive an email with an updated return-to-work plan.

Tell the employee they cannot return to work until the day that follows their last isolation day. To return to work, they must also be symptom-free or have improving symptoms, AND fever-free for 24 hours without the use of fever-reducing medication (aspirin, Advil, Tylenol).

Notify your department's HR team of the employee's situation promptly. Ask the employee to communicate with HR to review leave benefits.

Close contact is considered to be indoors, unmasked within 6 feet for a cumulative time of 15 minutes or more over a 24-hour period applies.

An employee may or may not be sure if they are a close contact. In either case, the employee should contact VDH for guidance. Employees should also confirm their status by contacting EHS Case Managers at reportacase@vt.edu.

What to do when an employee has been in contact with an individual who has tested positive for COVID-19

Fully vaccinated* and boosted employees with no symptoms may continue to work and should wear a mask indoors when around others for 10 days.*(*within 6 months of Pfizer/ Moderna primary series or 2 months of J&J).*

A COVID test is recommended 5 days after exposure. Non-symptomatic employees can schedule through VT Notify for walk-up appointments at testing sites on the Blacksburg campus, or testing sites throughout the commonwealth.

Unvaccinated employees and vaccinated employees who have not received a booster* should isolate at home for 5 days and continue to wear a mask around others until day 10. *(*This includes those who are more than 6 months past their Pfizer/Moderna primary series or 2 months past J&J).*

Unvaccinated employees and vaccinated employees who have not received a booster shot and have had an exposure to COVID-19 should isolate at home for 5 days from exposure. Testing is recommended 5 days after exposure regardless of vaccination status. Testing appointments can be scheduled at certain pharmacies and urgent care facilities throughout the area for non-work exposures, symptomatic and unvaccinated employees. Non-symptomatic employees can schedule through VT Notify for walk-up appointments at testing sites on the Blacksburg campus.

If after day 5 symptoms have not developed, are gone, or are greatly reduced (including fever free for 24 hours without the use of medication) the employee may resume normal activities (including return to work on site) on day 6.*Masks must be worn at all times until day 10.*

Employees should keep open communication with their supervisors and HR regarding their return-to-work plan. When an employee reports an exposure and has been directed to quarantine or isolate, they will receive an automated email with their estimated return-to-work date. Advise the employee to contact HR to review leave benefits. Employees should also update their supervisor if their return-to-work dates change.

If any symptoms begin during quarantine, the employee should update the EHS Case Managers (reportacase@vt.edu).

What to do when an employee shows COVID-19 symptoms, but is not aware of any close contact with an individual who has tested positive for COVID-19

If the employee is currently working on site and starts to show symptoms, the employee should return home to self-isolate.

If the employee is currently working remotely or contacts you after hours to report symptoms, the employee should remain at home and self-isolate.

If the employee is showing symptoms, regardless of vaccination status, they should schedule a COVID-19 test* to confirm status. Testing appointments can be scheduled through a primary care physician, or at certain pharmacies and urgent care facilities throughout the area for non-work exposures, symptomatic and unvaccinated employees.

Note: Blacksburg campus testing sites are for asymptomatic individuals only

Employees who are experiencing symptoms (regardless of vaccination status) and are awaiting COVID-19 test results should stay home and quarantine (stay apart from others) until test results are known.

Ask the employee to update you on their status and test results.

If the employee tests negative and symptoms are improving and determined to be non-COVID and non-infectious (e.g., allergies), the employee can return to work unless directed otherwise by a healthcare professional. If infectious (flu, cold, etc.), it is safest for the employee to stay home until they feel better and have improved symptoms.

If the employee tests positive, follow the guidance above for positive employee cases.

What to do when an employee worked in a building, shared areas, or used shared equipment with an individual who has tested positive for COVID-19, but there was no close contact

The employee can continue to report to work, and should self-monitor for symptoms.

Continue preventive measures in shared spaces, including cleaning/disinfecting procedures and schedules for shared equipment and common or high-touch surfaces.

Continue to wear a mask indoors when in shared spaces and public areas.

Encourage handwashing for 20 seconds on a regular basis (or use of hand sanitizer) and avoid contact with face, eyes, nose, or mouth with unwashed hands.

What to do when an employee has been around a person who is a close contact with an individual who tested positive for COVID-19 (i.e., contact to a contact, but no direct interaction with the person who tested positive)

Employees who have not directly interacted with an individual who has tested positive for COVID-19 can continue to work on-site and should consult with EHS Case Managers (reportacase@vt.edu) regarding their potential exposure.

Supervisors with questions can also contact reportacase@vt.edu to discuss specific scenarios with the EHS Case Managers.

For additional guidance, please contact the health district that serves your location.

Regional Facility	Health District	Health Department Phone (COVID-19 Hotline)
Alexandria	Alexandria	(703) 746-4988
Arlington/Ballston	Arlington	(703) 228-7999
Blacksburg	New River	(540) 267-8240
Falls Church	Fairfax County	(703) 267-3511
Hampton Roads	Hampton	(757) 594-7069
Leesburg	Loudon	(703) 737-8300
Occoquan	Prince William	(703) 872-7759
Richmond	Richmond City	(804) 205-3501
Roanoke	Alleghany/Roanoke City	1 (855) 949-8378