COVID-19 Quick Reference FAQs for Supervisors

What are the current guidelines and requirements?

Virginia Tech is following Virginia Department of Health (VDH) COVID-19 recommendations. **These are recommendations and not requirements. There are no state or university specific COVID-19 reporting requirements for employees at this time.**

Who do I contact for questions about _________?

For **specific health questions**, employees should contact their primary care physician, urgent care, or their local health department.

For **leave questions**, employees should contact their Human Resources representative or the [HR Service Center](mailto:hr@vt.edu).

Employees should work with their supervisor on planning for work coverage as necessary, and should work with their supervisor to manage **return-to-work plans**.

For additional questions, employees can contact the EHS Occupational Health team at [reportacase@vt.edu](mailto:reportacase@vt.edu).

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 a supervisor after-hours with a positive test result, the employee should remain at home and self-isolate.

Employees with questions about isolation and returning to work can review the [VDH guidance](https://www.vdh.virginia.gov/) and contact their supervisor to discuss their return-to-work plan.

Employees should not return to work until at least the day that follows their last isolation day, and when they are symptom-free or have improving symptoms, including fever-free for 24 hours without the use of medication.

The VDH has a tool designed to assist with determining isolation dates, which can be accessed by clicking the link below, then following instructions on the website to begin.

- [VDH I/Q calculator](https://www.vdh.virginia.gov/)
**Recommendations for People with COVID-19**

If you tested positive for COVID-19 or have mild symptoms and are waiting for test results:

1. **Stay at Home for at least 5 days.**
2. **Isolate.** Stay at home for at least 5 days.
3. **Self-Check.** Do a self-check, how are you feeling?
4. **If you can, wear a mask, stay home, and away from others.**
5. **Do not travel for 10 days.**
6. **Symptoms not improving and/or still have fever (after 7 days).**
7. **Symptoms have improved.**
8. **No fever without fever-reducing medication.**
9. **24 hours after your fever stops without fever-reducing medication and your symptoms have improved.**
10. **Continue to stay home until your symptoms have resolved.**

If you have symptoms:
- Call the recommended line:
- Visit a separate room and use a separate bathroom if you can.
- Stay in a separate room and use a separate bathroom if you can.
- If you can't wear a mask, stay home.

If you don't have symptoms:
- Continue the recommended line:
- Visit a separate room and use a separate bathroom if you can.
- Stay in a separate room and use a separate bathroom if you can.
- If you can't wear a mask, stay home.

Additional recommendations:
- Isolate if you are moderate or severe ill.
- Avoid contact with other people.
- Avoid crowds and activities.
- Wear a mask when in public.
- Practice social distancing.
- Wash hands frequently.

**COVID-19 Prevention**
- Wash hands often with soap and water for at least 20 seconds.
- Avoid close contact with others who are sick.
- Cover your mouth and nose with a tissue when you cough or sneeze.

**COVID-19 Testing**
- Get tested if you have symptoms.
- Get tested if you were exposed to COVID-19.
- Get tested before you travel.

**COVID-19 Vaccine**
- Get vaccinated if you are eligible.
- Get vaccinated if you are pregnant or breastfeeding.
- Get vaccinated if you have a chronic condition.

**COVID-19 Booster**
- Get a booster if you are eligible.
- Get a booster if you have a chronic condition.
- Get a booster if you are pregnant or breastfeeding.

**COVID-19 Recovery**
- Rest and stay hydrated.
- Take over-the-counter medication for fever and pain.
- Avoid close contact with others who are sick.
- Avoid crowds and activities.
- Wear a mask when in public.
- Practice social distancing.
- Wash hands frequently.

Last Revised: June 23, 2022
What if an individual has an exposure to COVID-19?

If an employee is a close contact to someone who has recently tested positive for COVID-19, within 6 feet for more than 15 minutes over a 24-hour period, follow the VDH recommendations for quarantine and consider getting a COVID-19 test if appropriate. (Note: VDH recommends anyone who has tested positive within the last 6 months or is up to date on vaccinations does not need to quarantine after an exposure.)

Testing appointments can be scheduled through a primary care physician, or at certain pharmacies and urgent care facilities throughout the area for symptomatic individuals. Testing on the Blacksburg campus is available for non-symptomatic individuals only; self-test appointments can be scheduled through VT Notify.

Individuals concerned about a potential exposure while at work have the option to wear a KN95 respirator to mitigate infection. The university continues to support those who choose to wear masks.

What if an individual is a healthcare worker?

There are slightly different recommendations for isolation and quarantine if you are healthcare personnel (HCP). Refer to the following chart for more information.
What if an employee shows symptoms of COVID-19, but is not aware of a close contact exposure?

Employees who are sick are encouraged to stay home. If an individual is experiencing symptoms of COVID-19 that cannot be attributed to allergies or other known conditions, a COVID-19 test is recommended 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 symptomatic individuals. Testing on the Blacksburg campus is for non-symptomatic individuals only.

Individuals concerned about a potential exposure while at work have the option to wear a KN95 respirator to mitigate infection. The university continues to support those who choose to wear masks.

Health District contact information is available below as a reference.

Please note, the COVID Hotlines are typically available M-F during business hours, provide information specific to COVID-19, and may not accept messages.

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