

This process is applicable to all RIT faculty, staff and adjuncts; it does not apply to student employees. Please note that this process could change from time to time, as needed. COVID tests must be from a medical office or state-run testing site.

RIT's Employee COVID Symptom/Exposure Hotline: 585-475-6040.

1. If employee is feeling ill with symptoms of COVID

- Employee should stay home/not report to campus.
- Employee should contact supervisor to report their absence.
- Employee should contact their personal physician within 24 hours or next business day for guidance.
- Physician will determine if a COVID test is necessary. Test must be from medical office or state-run testing site.
 - If COVID test negative and no known exposure, follow doctor's instructions regarding return to work, future testing requirements and quarantine instructions. Employee uses Sick Leave pay.
 - Report negative test in Oracle Employee Self-Service (<https://myinfo.rit.edu>) (instructions found [here](#)).
 - If COVID test positive, see #2 below.

2. If employee is COVID-positive

- Immediately call RIT's Employee COVID Symptom/Exposure Hotline at 585-475-6040 (staffed by HR leave professionals).
 - Advised to report positive test in Oracle Employee Self-Service (<https://myinfo.rit.edu>) (instructions found [here](#)) and send mandatory order of isolation from county health department to Human Resources.
 - Advised to contact supervisor to report their absence, if not already done so. Employees do not need disclose any diagnosis information to their supervisor.
 - Advised to contact personal physician for symptom management, if not already done so.
- Isolate for 10 days after symptoms first appeared or 10 days after COVID-positive test. Dates of quarantine determined by county health department or personal physician.
 - Fully vaccinated individuals will need to isolate if they test positive for COVID-19.
- Work remotely if job permits and able (feel well enough).
- RIT's Employee COVID Symptom/Exposure Hotline will outreach on day 8 or 9 to confirm end of quarantine. If employee is still symptomatic, they should not to return to campus; employee would begin the process to apply for short-term disability benefits.

3. If employee was exposed to a COVID-positive person

- If employee is fully vaccinated:
 - If the person is in your household, report household member's positive test in Oracle Employee Self-Service (<https://myinfo.rit.edu>) (instructions found [here](#)).
 - Monitor symptoms daily from day of exposure (or first date of awareness of exposure if there is a delay) through day 14;
 - Continue strict adherence to all recommended non-pharmaceutical interventions, including hand hygiene and the use of face coverings, through day 14 (even if fully vaccinated);
 - If asymptomatic, no quarantine required. Employee is able to continue to work normal on-campus schedule.

- If symptoms develop, immediately self-isolate and see #1 above.
- If employee is not fully vaccinated
 - If the person is in your household, report household member's positive test in Oracle Employee Self-Service (<https://myinfo.rit.edu>) (instructions found [here](#)).
 - Monitor symptoms daily from day of exposure (or first date of awareness of exposure if there is a delay) through day 14;
 - Continue strict adherence to all recommended non-pharmaceutical interventions, including hand hygiene and the use of face coverings, through day 14;
 - If employee receives an order of quarantine, see #4 below.
 - If symptoms develop, immediately self-isolate and see #1 above.

4. If employee receives an order of quarantine due to a COVID exposure

- Quarantine for the required period as determined by the county health department.
- If quarantine is due to someone in your household, report household member's positive test in Oracle Employee Self-Service (<https://myinfo.rit.edu>) (instructions found [here](#)).
- Work remotely, if job permits.
- Employee should contact supervisor to update on their status.
 - RIT's Employee COVID Symptom/Exposure Hotline will help to advise employee and their supervisor regarding pay based on circumstances (e.g., able to work remotely, asymptomatic, etc.).
 - RIT's Employee COVID Symptom/Exposure Hotline will outreach on day 8 or 9 to confirm end of quarantine.

5. If someone in employee's household was exposed to a COVID-positive person

- All individuals exposed to COVID-19 must:
 - Monitor symptoms daily from day of exposure (or first date of awareness of exposure if there is a delay) through day 14;
 - Continue strict adherence to all recommended non-pharmaceutical interventions, including hand hygiene and the use of face coverings, through day 14 (even if fully vaccinated);
 - Immediately self-isolate if any symptoms develop, see #1 above.
- Employee should contact their personal physician within 24 hours, or next business day for guidance.
 - Physician will determine if a COVID test is necessary.
 - If COVID test negative, follow doctor's instructions, including future testing requirements and quarantine instructions.
 - Report negative test in Oracle Employee Self-Service (<https://myinfo.rit.edu>) (instructions found [here](#)).
 - If quarantine required, call Employee COVID Symptom/Exposure Hotline.
 - Hotline staff determines pay type (COVID, sick, regular etc.) if employee unable to work remotely.
 - If COVID test positive, see #2 above.
- If employee is fully vaccinated and asymptomatic – no quarantine required. Employee is able to continue to work normal on-campus schedule.
- If employee is fully vaccinated and symptomatic, see #1 above.
- If employee is not vaccinated, see #4 above.
- Employee should contact supervisor to update on their status.

RIT Employee COVID Symptom/Exposure Hotline Information

RIT's Employee COVID Symptom/Exposure Hotline has a team of HR leave professionals managing it during normal business hours (Monday through Friday 8:30 a.m. to 4:30 p.m.). Please call 585-475-6040 as outlined.

- If an employee calls during normal business hours and is not able to connect directly with a representative, they can leave a message; they will receive a return phone call as soon as possible.
- If an employee calls outside normal business hours, they can leave a message; they will receive a return phone call the next business day.
- If employee is not able to connect with the Employee COVID Symptom/Exposure Hotline, they should follow the applicable path noted above (#1-5).
- Employees should communicate with their supervisor regarding their work status while waiting to hear back from a representative from the Employee COVID Symptom/Exposure Hotline.
- The COVID Symptom/Exposure Hotline representative will send a confirmation email to the employee and supervisor (no medical information will be shared in the email).
- When eligible, employee can use COVID pay for up to 10 work days. If an employee is unable to work after 10 days, employee would use other absence types (e.g., short-term disability (STD), New York State Paid Family Leave (NYS PFL). As required by Prudential, appropriate medical documentation is required for a STD or NYS PFL absence.
 - Pay for these leave types will be according to the guidelines of each leave.
- An employee is eligible for three instances of COVID pay from the beginning of the pandemic in 2020. In order to be eligible for COVID pay the second and third time, the employee must receive a COVID-positive test result in order to receive COVID pay.