

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.

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.
 - If COVID test is negative and there is 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 is positive, see #2 below.

2. If employee is COVID-positive regardless of vaccination status

- 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 the local health department to Human Resources.
 - Advised if home test to upload results to their local health department
 - Advised to contact supervisor to report their absence, if not already done so. Employees do not need to disclose any diagnosis information to their supervisor.
 - Advised to contact personal physician for symptom management, if not already done so.
- Isolate for up to 10 days after symptoms first appeared or up to 10 days after COVID-positive test. Dates of quarantine determined by the local health department or personal physician.
- Work remotely if job permits and able (feel well enough).
- RIT's Employee COVID Symptom/Exposure Hotline may reach out to confirm end of quarantine. If employee is still symptomatic, they should not to return to campus; employee may need to begin the process to apply for short-term disability benefits.

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

- 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 is negative, follow doctor's instructions, including future testing requirements and quarantine instructions.
 - If quarantine required, call Employee COVID Symptom/Exposure Hotline.
 - Hotline staff determines pay type (COVID, sick, etc.) if employee unable to work remotely.
 - If COVID test is positive, see #2 above.
- 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 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 local 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 may reach out to confirm end of quarantine.

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 (#1-4).
- 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 14 work days. If an employee is unable to work after 14 days, employee may be eligible for 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 an 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.