



University of Louisiana at Lafayette ®

COVID-19 Employee Information and Resource Guide



Table Contents

I. Guidelines for employees Who Have Been Exposed to COVID-19.....	2
A. Precautions you should take immediately.....	2
B. Testing.....	2
II. Guidelines for employees Who Have Symptoms of COVID-19 or Test Positive for COVID-19.....	2
A. When you should isolate from others	2
B. Counting isolation days.....	2
C. Isolation period	2
D. Ending isolation	2
III. Applicable Leave during the COVID-19 Pandemic	3
A. Sick Leave Immediate Family Member.....	3
B. Special Leave - Quarantine	3
C. Special Leave for Vaccination	3
D. Family Medical Leave (FMLA).....	4
E. All other situations.....	4
IV. Employees Who Are More Likely to Get Severely Ill From COVID-19	4
A. CDC Guidance	4
B. Americans with Disabilities Act (ADA) accommodations.....	4



COVID-19 Employee Information and Resource Guide

This resource guide provides faculty and staff with important updates related to the COVID-19 pandemic. As new information becomes available, please visit the university's [COVID-19 response](#) website.

I. Guidelines for Faculty and Staff Who Have Been Exposed to COVID-19

- A. Precautions you should take immediately.
 - 1. **Wear a mask** when around others at home and when indoors in public.
 - 2. Take [extra precautions](#) if you will be around people who are [likely to get very sick from COVID-19](#).
 - 3. Continue taking these precautions for at least **10 days after your last exposure to COVID-19**.
- B. Testing
 - 1. If you remain asymptomatic, test at least **5 days** after your last exposure to COVID-19. If you develop symptoms during the 10 days, [get tested](#) as soon as possible.
 - 2. If you test negative, continue taking precautions and watch for [symptoms](#) through **Day 10**.
 - 3. If you test positive or develop symptoms, [isolate immediately](#) and follow the guidelines in Section II of this guidance.

II. Guidelines for Faculty and Staff Who Have Symptoms of COVID-19 or [Test Positive](#) for COVID-19

- A. When you should [isolate](#) from others
 - 1. You should isolate from others when you are sick and suspect that you have COVID-19 but you do not yet have your test results (if your test results turn out to be negative, you can end your isolation).
 - 2. You should isolate from others when you have tested positive for COVID-19, with or without [symptoms](#).
- B. Counting isolation days
 - 1. If you have **no symptoms**, **Day 1** is the first full day following the day you were **tested**.
 - 2. If you have symptoms, **Day 1** is the first full day after your **symptoms started**.
- C. Isolation period
 - 1. If you test positive for COVID-19, **stay home at least through Day 5** and [isolate](#) from others in your home as much as possible. **Wear a mask** if you must be around others at home. You are probably most infectious during the **first 5 days**.
 - 2. Faculty and staff who are isolating **SHALL NOT** come to the worksite, whether during or outside working hours.
- D. Ending isolation
 - 1. If you had no [symptoms](#), you may [end isolation](#) after Day 5, but continue to wear a mask through day 10.
 - 2. If you had symptoms, but no shortness of breath or difficulty breathing:



- a. You may end isolation after **Day 5** if you are fever-free for 24 hours (without the use of fever-reducing medication), **and** your symptoms are improving, **but continue to wear a mask through Day 10.**
 - b. After **Day 5**, if you still have fever or your other symptoms have not improved, continue to isolate until you are fever-free for 24 hours (without the use of fever-reducing medication), **and** your symptoms are improving. Continue to wear a mask through at least **Day 10** and until you are fever-free for 24 hours and your symptoms are improving.
3. If you had symptoms including shortness of breath or difficulty breathing, you should isolate through **Day 10.**
 4. If you were hospitalized due to COVID-19 or you have a weakened immune system, you should **isolate at least through Day 10** and consult your health care provider before ending isolation.
 5. Regardless of when you end isolation, **wear your mask** around others at your home and indoors in public for **10 days**. (If you have two sequential negative antigen tests 48 hours apart starting on day 6 or later, you may remove your mask sooner than **Day 10**).

III. Applicable Leave during the COVID-19 Pandemic

A. Sick Leave Immediate Family Member

1. Civil Service Rule 11.13 (b)

- a. If you are caring for your spouse, child or stepchild, foster-child, parent or stepparent who has a confirmed case of COVID-19, you may request to use Sick Leave Immediate Family Member in lieu of annual leave, subject to the approval of the appointing authority. If your request for Sick Leave Immediate Family Member is not approved, you must use leave in the order of compensatory leave, annual leave and leave without pay.

B. Special Leave - Quarantine

1. Civil Service Rule 11.35 (c)

- a. “An appointing authority may grant time off without loss of pay, annual leave or sick leave to an asymptomatic employee who is directed by the appointing authority to be tested for COVID-19 and/or self-quarantine after being exposed through close contact to an individual with a confirmed positive COVID-19 diagnosis. Such special paid leave shall not extend beyond 14 calendar days as recommended by the Centers for Disease Control and Prevention. Once the employee develops symptoms of illness or is confirmed with a positive COVID-19 diagnosis, he shall immediately be placed in an appropriate leave status, including leave without pay if the employee has exhausted both annual leave and sick leave.”

C. Special Leave for Vaccination

1. Civil Service Rule 11.35 (e)

- a. If you need a vaccination, the appointing authority **may** grant you Special Leave for Vaccination
- b. Special Leave for Vaccination will not exceed 4 hours for each administration of the vaccine.



- c. You are required to provide proof of vaccination to the appointing authority in order to be granted this leave.

D. Family Medical Leave (FMLA)

1. If you or your spouse, child or parent gets sick with COVID-19, FMLA leave may be applicable as long as you qualify for FMLA. To request leave under the FMLA, you will need to complete
 - a. To determine your eligibility or request leave under the FMLA you must:
 - a. Notify your supervisor that you are making such a request. *****Do not submit any medical information to your supervisor.*****
 - b. Complete the [FMLA/Extended Leave Request Form](#).
 - c. Once completed, the university Senior Benefits/ADA Coordinator will review your request for eligibility and process in accordance with federal regulation.

E. Additional Leave Scenarios

1. Normal Civil Service leave rules and university leave policies will apply to any situation related to COVID-19 not otherwise addressed in this section.

IV. Employees Who Are More Likely to Get Severely Ill From COVID-19

A. CDC Guidance

1. For the latest CDC guidance regarding individuals who are more likely to get severely ill from COVID-19 click [here](#).

B. Americans with Disabilities Act (ADA) accommodations

1. To request an ADA accommodation due to COVID-19 you must:
 - a. Notify your supervisor that you are making such a request. *****Do not submit any medical information to your supervisor.*****
 - b. Complete the [ADA Reasonable Accommodations Request Form for Employees & Applicants](#)
 - c. Once the completed, the university Senior Benefits/ ADA Coordinator will review and process your request in accordance with the [Disability Accommodation Policy](#).