

Supervisors: **KNOW WHO TO TELL WHEN EMPLOYEES ARE UNWELL.**

Supporting our employees' health and well-being remain top priorities. In the days ahead, please continue to lead with compassion and respect.

If an employee is diagnosed with COVID-19:

- Instruct them to self-isolate and to not come to campus or any NIU facility.
- Tell them to complete the COVID-19 Screening Checklist (go.niu.edu/covid-checklist) to answer a series of questions.
- Notify Human Resource Services (HRS) at HRSCOVID@niu.edu and your own supervisor.
- Communicate to the employee that they can work from home if their duties allow and if they are well enough to do so. Otherwise, they should use available leave benefits.
- Inform them that they can only return to campus after they have been cleared by a health care professional and Human Resource Services.

If an employee is showing symptoms or has been exposed to someone with a lab-confirmed case of COVID-19:

- Instruct them to self-quarantine and to contact their health care provider.
- Follow the same guidelines outlined above.

PROTECT
the **PACK.**



Northern Illinois
University

More information is available at
go.niu.edu/employee-COVID