



COVID-19: WHAT TO DO NEXT

EMPLOYEE CHECKLIST

This information is for employees who:

- Have been exposed to someone with a confirmed positive case of COVID-19, with/without symptoms
 - Have symptoms of COVID-19
 - Have tested positive for COVID-19, with/without symptoms
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1. **Stay calm.** Most people with COVID-19 have mild illness, recover easily or never experience any symptoms at all.
 2. **If you are on SMC's campus, go home immediately. Limit your contact with others. If you are at home, do not come to SMC's campus.**
 3. If you have not already done so, complete the [COVID-19 SELF-REPORTING FORM](https://smcsc.sharepoint.com/sites/MySMC2). Click the link or visit <https://smcsc.sharepoint.com/sites/MySMC2> to access the form.
 4. Notify your supervisor after completing the COVID-19 SELF-REPORTING FORM. Faculty should notify the Provost.
 5. If you are able, monitor your email and cell phone. Return all contact from college staff promptly. If you are so ill that you are unable to monitor your email and cell phone, please have a family member monitor your cell phone for calls from the College. It is important that we connect with you to assess your situation and provide advice/assistance.
 6. Follow CDC guidelines for your specific situation. Links to quarantine (if you suspect you might have COVID-19) and isolation (if you test positive for COVID-19) information are below.
 7. If you are unsure about how to monitor your health or if you are at high risk for becoming severely ill with COVID-19, contact a physician or health care provider. Please visit <https://www.smcsc.edu/response-covid19/faculty-staff/> for a list of Medical and Mental Health Care Resources (at the bottom of the web page).
 8. After completing quarantine/isolation according to CDC guidelines, you may return to campus only after submitting this form: COVID-19 RETURN FORM.
 9. If you're unsure whether or not you should return to campus, please contact Jenny Dunn, Executive Director of Human Resources, at dunnj@smcsc.edu or 864-587-4271.
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HELPFUL LINKS:

CDC Guidelines for Quarantine/Isolation: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine-isolation.html>

CDC Guidelines for Caring for Yourself if Sick: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

SMC Sick Leave Policies and Health Care Resources: <http://www.smcsc.edu/covid19/faculty-staff>

PIONEERS TOGETHER