



Quarantine and Work Modification Guidance for COVID-19 Cases and Contacts*

Positive Test Without Symptoms

If the team member did not have symptoms yet tested positive, the team member can return if 10 days have passed since the positive test and no symptoms have appeared.

Positive Test With Symptoms

If a positive test is accompanied with symptoms, the team member must allow 10 days since symptoms appeared AND have 24 hours with no fever without the use of fever reducing medication (e.g., Tylenol, ibuprofen etc.) AND have improved symptoms.

Positive Result and Immunocompromised

These recommendations do not apply if the team member is immunocompromised. Please follow up with your primary care physician for more information. You may be required to remain in quarantine longer than 10 days and up to 20 days after symptoms. This guidance should come from the team member's primary care physician.

Close Contact with Someone Positive for COVID-19

Those who have had close contact (defined as anyone who was within 6 feet of an infected person for at least 15 minutes starting from 48 hours before the person began feeling sick until the time the person was isolated) with someone with COVID-19 should stay home for 14 days after their last exposure to that person. Exception to that is if the team member had COVID-19 illness within the previous 3 months AND have recovered AND remain without COVID-19 symptoms, then team member does not need to stay home. Visit [When to quarantine](#) or [When you can be around others](#) for more information from the CDC.

Work Space Modifications

When a positive case has been identified in a department, Department Heads will be asked to assess the essential operations for the department. Through this assessment, Department Heads will determine whether modifications to the team's work schedule, work location, and/or assignment of duties are necessary, which includes the availability of remote work. The determination may vary depending on the time of year and the extent of exposure within the department. Please note, team members within the same department may be affected differently depending on their exposure and function of their job responsibilities. Visit [Essential critical workers who have been exposed to COVID-19](#) for more information from the CDC.

Positive Case Protocols

Supervisors/department heads should immediately contact Human Resources and your Vice President if a team member reports a positive test result for COVID-19. Contact Lori Williams, AVP of Operations/Chief Human Resources Officer at williamslor@gram.edu or 318-274-6118.

HR will initiate contact tracing. If the diagnosed team member interacted with students, HR will contact the Dean of Students who will initiate the appropriate COVID-19 protocol for students, which includes notifying the Director of Student Health Center.

Supervisors/department heads will work in consultation with CHRO and Director of Student Health Center to determine whether modifications to the work schedule and/or work location should occur.

HR will coordinate with the Director of Facilities Management to determine the location and necessity for COVID-19 cleaning and disinfecting of the affected work spaces. Facilities Management will communicate the timing and scope of the cleaning/disinfecting process to the affected department head and Vice President. Department Heads will be responsible for ensuring further communication to the affected team members.

****Guidance will evolve with CDC updates in testing and treatment criteria.***

For more information from the CDC, visit:

[Prevent getting sick](#)

[What to do if you are sick](#)