

COVID-19 INFECTION EMPLOYEE POLICY

JUNE 15, 2020



CHICAGO
THEOLOGICAL
SEMINARY

This policy is in effect as June 15, 2020, when we begin the first phase of our re-entry into the building following the statewide stay-at-home orders issued by Governor Pritzker on March 20, 2020. As we return to our offices in phases, we want to ensure the healthy and safety of every CTS employee, including both staff and faculty. This policy outlines the procedures we will follow should an employee become infected with COVID-19.

SYMPTOMS OF COVID-19

According to the CDC, typical symptoms of COVID-19 include:

- Cough
- Shortness of breath or difficulty breathing
- Fever of 100.4 degrees or above
- Chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

Employees who experience any of these symptoms will be considered presumed positive for COVID-19 and must not report to work or remain at work. They also must inform their direct supervisor that they are experiencing symptoms.

Sick or symptomatic employees are encouraged to seek a COVID-19 test at a state or local government testing center, healthcare center or other testing locations.

TESTING STATUS

Asymptomatic employees who test positive for COVID-19 must follow the same procedure and not report to work. They also must inform their direct supervisor that they have tested positive for COVID-19.

Regardless of symptoms, anyone who has tested positive for COVID-19 must remain isolated at home for a minimum of 10 days after the test date. After the initial ten day period, the employee can return to work when they have received 2 negative COVID-10 tests in a row with testing done at least 24 hours apart.

COMMUNICATION AND ACTION

When a supervisor receives notice of an employee experiencing symptoms of COVID-19 or receiving a positive test for COVID-19, the supervisor will inform Shauna Warren, Director of Facilities. Shauna will coordinate with Michele Carr, Controller, who will follow up with the employee to be sure the employee understands applicable FMLA and Sick Leave policies.

Shauna Warren will review the staggered schedule and reach out to any employee who has had close contact with the co-worker who is diagnosed with COVID-19. Anyone who worked closely with the infected employee must self-quarantine for a period of 14 days after the last/most recent contact with the infectious individual and should seek a COVID-19 test at a state or local government testing center, healthcare center or other testing locations.

The CTS community will be informed that an employee who has been in the building is positive or presumed positive for COVID-19. This communication will be shared via email, text alerts and on MyCTS. The communication will not share the employee's name or other identifying information. All other employees should be on alert for symptoms of fever, cough, or shortness of breath and taking temperature if symptoms develop.

If an employee is identified as being COVID-19 positive or presumed positive, the building will close entirely for 48 hours. Stringent cleaning and disinfecting will be performed as soon after the confirmation of a positive test as practical. Another communication will be sent when the building is prepared to reopen.