

COVID-19 Protocols for Essential Employees

Drexel University has developed the following protocols for essential personnel. These protocols may be revised as the situation evolves.

SOCIAL DISTANCING AND WORK CONTROLS

Environmental Health and Safety (EHS) has issued specific controls to all Essential Personnel on campus to reduce the potential spread of COVID-19. Colleagues who are designated as Essential Personnel should continue to follow these measures to ensure the safety of our campus, communities and families. Please review the protocols linked from HR's [COVID-19 Resources](#) webpage (or download the PDF directly [at this link](#)). You are encouraged to contact Drexel EHS if you have any questions or concerns regarding these controls at 215.895.5919.

Employees working on campus will log in to the **Drexel Health Tracker app** daily to report whether they are experiencing COVID-19 symptoms. Using this mobile app helps Drexel University learn more about the spread of COVID-19 and its impact on the Drexel community. You will be sent a QR code that links to the app download, and the app can also be found on the Apple app store or Google Play under "Drexel Health Tracker." You should register using your Drexel email in the following format: abc123@drexel.edu. Once you complete the brief symptom questionnaire, you will be prompted to review and approve a consent to share your information with Drexel EHS as a daily attestation of health. In addition, the app provides automated guidance for COVID-19 testing and follow-up. More details are provided on page 4 of this document.

WHAT TO DO IF YOU HAVE A POSSIBLE OR CONFIRMED COVID-19 INFECTION

These guidelines apply to:

- Employees who have a confirmed COVID-19 infection
- Employees who experience symptoms of COVID-19
- Employees who are household contacts of a confirmed COVID-19 case
- Employees who have had close contact with a confirmed COVID-19 case in a non-household setting, which would include the work setting. Close contact is defined as:
 - being within approximately 6 feet (2 meters) of a COVID-19 case for a prolonged period of time (10 minutes or longer); or
 - having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on)

PROCEDURE

If you have a possible or confirmed COVID-19 infection, you must:

1. **Seek medical guidance** by contacting your primary care provider.

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2. **Immediately after calling your provider, notify Drexel** by emailing covid19health@drexel.edu and provide your name and a phone number to be contacted by a Drexel representative. It is imperative that the University is aware of any exposure risk to the members of the Drexel community.
 - A Drexel representative will contact you and continue to monitor your symptoms until you are cleared to return to work.
3. **Stay home and self-isolate** in accordance with the self-isolation requirements set forth below.
4. **File for a leave of absence if you are unable to work.** If you are unable to work for more than three days (because of your own condition or to care for a family member), you may be eligible for leave under the Family and Medical Leave Act (FMLA) or Drexel's Non-FMLA Medical Leave policy. After you email covid19health@drexel.edu, a member of the HR team will contact you for a leave of absence consultation. More information regarding the Family and Medical Leave Act (FMLA) or Drexel's Non-FMLA Medical Leave policy is available at drexel.edu/hr/benefits/leave.
5. **Obtain medical return to work clearance** from Drexel's third-party occupational health physician, as described below.

SELF-ISOLATION REQUIREMENTS

- **If you have symptoms of COVID-19 (including, but not limited to, fever, cough, shortness of breath, headache, sore throat, chills or muscle pain) and/or a confirmed COVID-19 infection**, you must self-isolate until:
 - at least 3 days after resolution of fever without the use of fever-reducing medications like acetaminophen (Tylenol) or ibuprofen (e.g. Advil) **and** resolution of respiratory symptoms;
 - at least 14 days have passed since the symptoms started, or if tested, then at least two swab tests, taken 24 hours apart, have returned negative; **and**
 - you are cleared by a physician to return to work (see "Return to Work" below).
- **If you are a household contact of a confirmed COVID-19 case** and do not become ill, you must stay home and self-isolate while the ill household member is isolating and for 14 days after isolation for the ill household member has been discontinued. This could mean an isolation period of approximately 28 days.

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- **If you have had close contact with a confirmed COVID-19 case in a non-household setting such as the workplace setting**, you must stay home and self-isolate for 14 days after your last contact with the COVID-19 positive individual, even if you do not develop symptoms.

RETURN TO WORK

You will be permitted to return to work on campus only when the following criteria are met:

- You have satisfied the self-isolation requirements set forth above, including the resolution of fever and respiratory symptoms; and
- You have been cleared by Drexel's third-party occupational health physician.

The steps for obtaining medical clearance are:

- You must email covid19health@drexel.edu stating that you are ready to return to work.
- A Drexel EHS representative will contact you to schedule an appointment with a third-party occupational health physician.
- If you have had COVID-19 symptoms and/or diagnosis, you will be required to obtain a return to work note from your primary care or treating physician and submit it for review to the third-party occupational health physician.
- If return to work clearance is granted, a Drexel Human Resources representative will notify you and your manager that you can safely return to work.

COMPENSATION DURING SELF-ISOLATION

If you are able and approved to work remotely, you will not be required to use your paid time off.

If you are unable to work remotely because your position does not accommodate remote work or because you are experiencing symptoms, you will be paid via your accrued sick leave. If you do not have enough sick leave accrued, you will be permitted to use future sick leave accruals to ensure that there is no disruption in pay. Members of a collective bargaining unit should refer to their union contract.

If you are on an FMLA or Non-FMLA medical leave of absence due to COVID-19 (for your own condition or to care for a family member), you will be paid using sick time, including future sick leave accruals, for any period in which you are not eligible for short-term disability benefits.

Non-benefit eligible employees may be eligible to receive up to 40 hours of sick leave pursuant to Philadelphia's paid sick leave law, Promoting Healthy Families and Workplaces. Any additional time off will be unpaid.

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APPENDIX: HEALTH TRACKER APP DETAILS

Employees working on campus should log into the Drexel Health Tracker app on a daily basis to report whether or not they are experiencing COVID-19 symptoms. Using this mobile app helps Drexel University learn more about the spread of COVID-19 and learn more about how COVID-19 impacts the Drexel University community.

The app can also be downloaded using the enclosed QR code.



Just use the camera function on your phone and click to access the web page. In addition, the app can also be accessed via the Apple app store or Google play under “Drexel Health Tracker”.

You should register using their Drexel email in the following format (abc123@drexel.edu). Once you complete the brief symptom questionnaire, there are links to consents to share your information with Drexel Health and Safety as a daily attestation of health. In addition, there is automated guidance for COVID-19 testing and follow-up. For technical support, please reach out to MyOwnMed at clientsupport@myownmed.com.

Students, faculty and staff with respiratory illness are reminded to stay home and seek appropriate medical care. If you are diagnosed with COVID-19 infection and/or if you have been exposed to someone who has been diagnosed with COVID-19, students must contact Student Health Center (215.220.4700). Faculty and staff should notify Drexel via the email Covid19Health@drexel.edu.

For more information and regular updates, please check the Drexel University [coronavirus website](#).

We will continue to monitor the impact of COVID-19; as new information comes to light, we will keep you updated on any additional changes. Our primary goal, as always, is to ensure we are

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optimally carrying out our educational and clinical care missions while protecting the health and safety of our students, faculty, staff, patients and community.

We invite you to download and use the Drexel Health Tracker app. We are appreciative of your understanding and partnership during these uncertain times.

Charles B. Cairns, MD

*Walter H. and Leonore Annenberg Dean
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