

### Employee Information for Directed and Precautionary Self-Isolation

Dear Employee,

Oregon Tech is sending you home for one of the following reasons (supervisor to check one):

- Due to your own symptoms.** If this is the case, contact your medical provider right away, or
- Upon direction from a public health authority.** If this is the case, please cooperate with your medical provider and/or the public health authority, or
- Out of an abundance of caution on behalf of Oregon Tech.** If this is the case, please do not be alarmed. If you have been asked to return home, it does not necessarily mean that you have contracted COVID-19. It may simply mean that you may have interacted with someone who has been deemed to be high risk at some point within the last two weeks, and thus you may be at higher risk for developing symptoms.

**We will make every effort to maintain your privacy. During this time, you will be contacted by the Director of Integrated Student Health Center, Gaylyn Maurer, to check in about your health status and to see if you need anything. Human Resources will also contact you to provide information on benefits and leave.**

Self-isolating is a method used to keep someone who *might have been* exposed to COVID-19 away from others. This is the best way to help assure that additional people on campus are not inadvertently exposed to COVID-19. Anyone who has been directed to self-isolate as a precautionary measure should **remain at home** and not visit public areas or use public transportation. Anyone who is self-isolating should **self-monitor for symptoms** of COVID-19, such as fever, cough, or shortness of breath.

#### What if I develop symptoms?

Contact your medical provider—especially if you have trouble breathing, or have any other emergency warning signs, or if you think it is an emergency. For non-emergencies, call before you seek medical care.

#### When can I return to work?

When you can return to campus will depend on your specific set of circumstances. If you test positive for COVID-19, certain precautions may be necessary prior to you returning to campus. You are not permitted to return to campus unless/until you have been specifically directed to by your supervisor.

#### What type of leave should I be using?

The type of leave you should use is specific to your set of circumstances. Sarah Henderson in the Office of Human Resources is your contact for benefits and leave. You don't need to figure this out on your own. You can email or call Sarah for help at [Sarah.Henderson@oit.edu](mailto:Sarah.Henderson@oit.edu) and 541.885.1028.

#### Where can I get additional information on COVID-19 and how it relates to my employment?

Visit the Oregon Tech COVID-19 website: <https://www.oit.edu/coronavirus>. Be sure to review FAQs and resources. You can also find links to the Oregon Health Authority, CDC, and other health organizations (see Additional Information on the website).