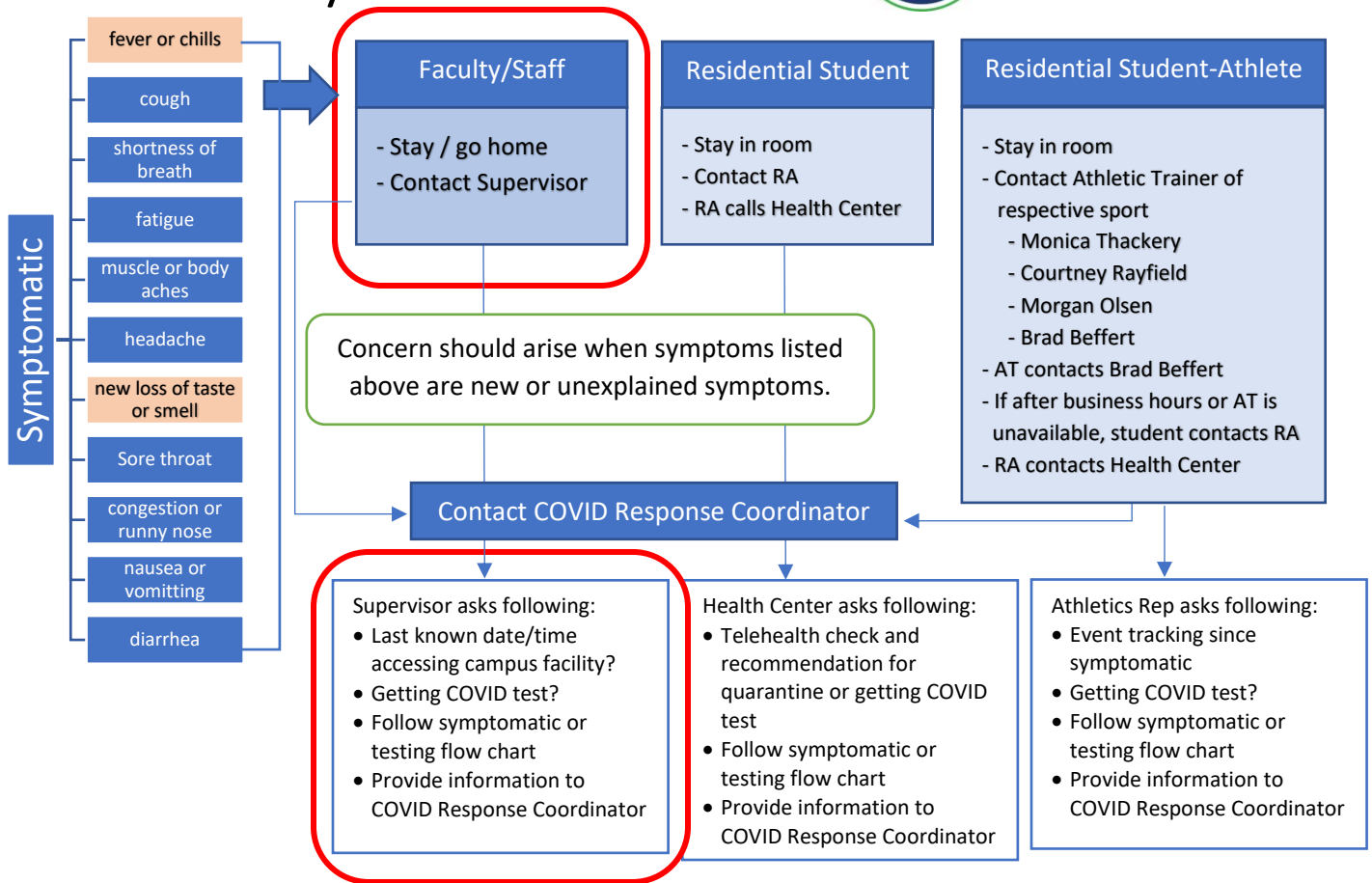


Faculty/Staff FEELING SICK / SYMPTOMATIC



Supervisors:

It is important to note our existing practice in alerting others in the area, when an employee is ill or otherwise out of the office. We are permitted to notify others in the immediate area (if working in a shared environment), when an employee is out sick, or out on vacation (for the purpose of conducting business operations). However, it is not permitted, to release details of why the employee is out of the office. See examples below.

Employee notifies supervisor of being out sick. Supervisor sends the following email to other employees who work in the department or in the immediate area:

- **INAPPROPRIATE / UNAUTHORIZED:**
“Mickey won’t be in today. He called in and said he was sick. He said he has nausea, has a fever, a terribly sore throat, and a few other COVID-related symptoms. You should be aware, and probably shouldn’t come in to your office.”
- **APPROPRIATE / AUTHORIZED:**
“Mickey won’t be in the office today; he is out sick. If you need assistance while he’s out, please let me know.”

CDC advice on when to seek emergency medical attention:

Call 911 or go directly to the Emergency Room

- shortness of breath
- trouble breathing
- new confusion
- inability to wake or stay awake
- bluish lips or face

