



Extension

UNIVERSITY OF WISCONSIN-MADISON

Division of Extension Infectious Disease Preparedness and Response Plan

Self-Monitoring

All faculty and staff are expected to conduct self-monitoring each day before reporting to work. Self-monitoring will follow the most recent WIDHS guidance: <https://www.dhs.wisconsin.gov/covid-19/symptoms.htm> and include the symptoms listed below. If an employee develops symptoms, they should self-isolate.

Note: Temperatures should be taken at least 30 minutes after eating, drinking or exercising and at least 6 hours after taking medications that may lower temperature ex. aspirin, acetaminophen (Tylenol), NSAIDs (ibuprofen/Advil).

- Cough (new onset or worsening of chronic cough)
- Shortness of breath
- Fever (≥ 100.4 F)
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell
- Runny nose

Staff with these symptoms or combinations of symptoms may have COVID-19 and they are strongly encouraged to contact their healthcare provider for medical guidance regarding care and testing. They should also contact their supervisor or HR office to tell them they are not reporting to work. To be clear, staff are not to report to the workplace with any of the above identified symptoms.

Develop Symptoms at Work or report a positive COVID-19 test

Staff who develop these symptoms or combinations of symptoms while at work are to be immediately separated from other staff present, notify supervisor and proceed to home and encouraged to contact their healthcare provider.

Surfaces in their workspace should be cleaned and disinfected. Information on persons who had contact with the ill employee during the time the employee had symptoms and 2 days prior to symptoms should be compiled. Others at the facility with prolonged contact within 6 feet of the employee during this time would be considered exposed.

Notifications

If staff develop symptoms at work, the supervisor will contact Pam Dollard with Extension Human Resources at (608) 890-3636, or pam.dollard@wisc.edu, who will be responsible for providing the information to the Campus Occupational Health Officer. To report positive test results, send an email to covidresults@wisc.edu OR call (608)890-0000. University Health Services will follow up on every confirmed COVID-19 test report.

Reminder

Individuals with COVID-19 may have mild or no symptoms and can still spread the virus therefore symptom monitoring is just one part of our strategy to reduce risk in the workplace.

Division of Extension

University of Wisconsin-Madison
432 N Lake Street Madison, WI 53706
info@extension.wisc.edu | extension.wisc.edu