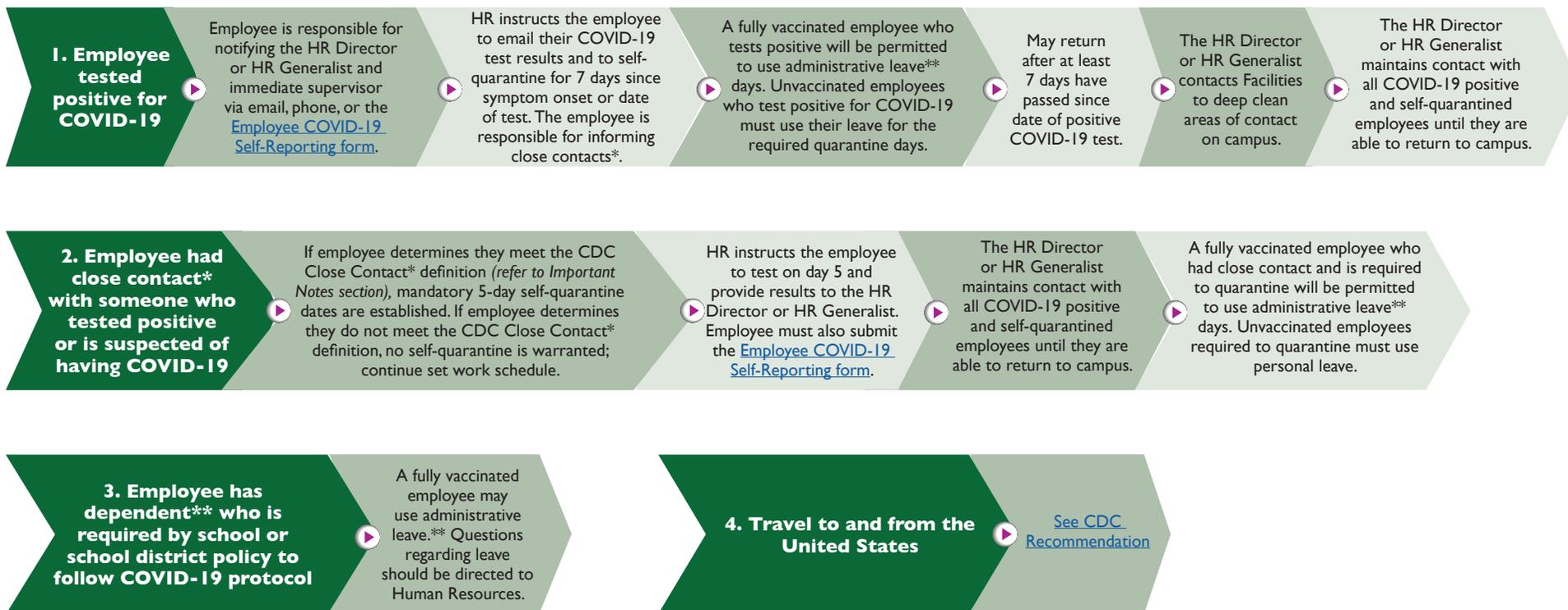


Employee Flowchart Protocol for COVID-19 Reporting and Return to Work

The following of the Building Access Guidelines are in place for controlling the spread of COVID-19 and required to gain access to campus. Visit prairiestate.edu/covid19 to learn more about the College's mitigation efforts.



Charmaine Sevier, HR Director
csevier@prairiestate.edu

Susie Perez, HR Generalist
sperez@prairiestate.edu

IMPORTANT NOTES:

This protocol was developed in keeping with guidance from the Centers for Disease Control and Prevention and the Illinois Department of Public Health. Protocols are subject to change and may vary.

*For COVID-19, a close contact is defined as someone who was less than six (6) feet away from an infected person (laboratory-confirmed or a clinical diagnosis) for a cumulative total of 15 minutes or more over a 24-hour period. For example, three individual 5-minute exposures for a total of 15 minutes.

**A fully vaccinated employee who tests positive or whose dependent (elementary (grades K-8) or secondary (grades 9-12) school age child of the employee) are out of school due to COVID-19 will be permitted to use administrative leave days as per [Public Act 102-0697](#). This act requires schools to pay any fully vaccinated person's leave for quarantine for a positive test or if a dependent is out from school due to the school's COVID protocol. A vaccinated employee using administrative leave days must provide a positive test result to HR dated during the leave period or documentation from the school for the dependent(s).