

COVID-19 Situation Matrix: Who Needs to Self-Isolate?

Purpose: This resource is for you as a University of Maine (UMS) employee, and is to aid your decision-making about self-isolation and quarantine. The decision to start/stop quarantine or home isolation should be made in consultation with your healthcare provider and in line with state or local health departments. If you are experiencing symptoms associated with COVID-19, you should not be at work. Rather, you will be treated as a positive case and asked to follow quarantine and isolation protocols.

This document is regularly updated to account for new healthcare information or guidance related to COVID-19. The footer includes the Version and Date. This is updated in conjunction with Centers for Disease Control (CDC) and other health guidance revisions and represents the University's aligned decisions.



Considering that we are in the middle of a pandemic, an analogy for the University's return-to-campus approach could be a diverse safety bubble. We want to be realistic that our campuses intersect with other environments every day. Our commitment is to engage in transparent and meaningful ways for all of our constituents. We also seek a healthy and safe university community.

University-Related Travel: With the goal of creating/maintaining the Safety Bubble, UMS currently:

- prohibits work travel outside Maine with some exceptions for compelling circumstances
- discourages unnecessary work travel in Maine during Fall 2020 prior to the end of in-person instruction
- Is implementing COVID-19 testing for all residential students, all students returning from out-of-state and key campus-based employee roles

Personal Travel: UMS recognizes that our daily personal lives can involve travel. While it is clear that the University's reach does not extend to your choice of *personal* travel, traveling beyond Maine is *deeply discouraged*.

Return from Out-of-State: Return from locations that:

- ARE NOT EXEMPTED states* will require quarantine or a negative COVID-19 test taken within 72 hours of return**
- ARE EXEMPTED states will not require quarantine or a negative COVID-19 test

For details about these and other travel limitations for UMS employees, please see the travel advisory section of the [Together for Maine](#) website. [COVID-19 Test access sites](#) and fees*** will depend on your situation and consideration of the ME-State Standing Order ([FAQ Guide here](#)).

*Exempted states as of 8.14.2020 are CT, NH, NJ, NY, and VT. MA is NOT an exempted state.

**If results for out-of-state testing are untimely, can test on return to Maine and quarantine until results returned.

***More details are provided below

Health Information Privacy: Intersecting a pandemic and work environment prioritizes the need for clear direction around Health Information Privacy and Protection regulations. Solid guiding principles are:

- UMS roles dedicated to overseeing COVID-19 response (including HR, other Incident Command team members and Managers) may ask you questions about your symptoms to determine if you may have COVID-19 if you report feeling ill at work, call in sick, or demonstrate symptoms. Currently, these symptoms include, for example, fever, chills, cough, shortness of breath or sore throat

COVID-19 Situation Matrix: Who Needs to Self-Isolate?

- If you are confirmed to have COVID-19, UMS will:
 - Inform fellow employees of their possible [close contact exposure](#)* to COVID-19 in the workplace
 - Maintain confidentiality according to regulatory guidelines**

*UMS is using the Centers for Disease Control definition (outlined below)

**Health Insurance Portability & Accountability Act (HIPAA), Americans with Disability Act (ADA), Family Medical Leave Act (FMLA), Families First Coronavirus Response Act (FFCRA). UMS' Employee Benefits Center or your HR Partner can explain this in more detail if you would like.

- Regarding sharing your own health information with other UMS employees:
 - It **IS** recommended that you communicate*** with a Campus HR Partner if you are experiencing COVID-19 symptoms or have received a confirmed positive COVID-19 test result. For every one of our UMS campuses, Campus HR is a member of the Campus Incident Command Team and can serve to triage and initiate the campus protocol including supporting the employee in understanding next steps
 - It **IS NOT** recommended that an employee provide any medical *documentation* to their manager or other UMS employee outside of the [Employee Benefits Center \(EBC\)](#) or, related to an American with Disabilities Act (ADA) accommodation, the [UMS ADA Coordinator](#). If they choose to, their action constitutes that it was their decision and not a request or expectation by the University

***Directly. You may also use the Campus Clear symptom-checking app when launched to self-assess and submit your symptoms.

How do I contact my HR Partner? Each campus' HR team has an HR webpage/site that includes contact information. We encourage that you can both call and email. We know circumstances can occur outside of office hours and email can be helpful that way. If you are not sure which HR person to contact, pick one/more whose title says HR Partner. When HR hears from you, they will ensure you're in touch with the best person for your needs.

Most important to know is that your HR Partner's primary and immediate concern is going to be *your* medical health/wellness and, as part of that, the medical health/wellness of others who may have been in close contact with you. We know that UMS employees are incredibly committed to their work, students and each other. HR's other priority is ensuring you know that while you are focusing on your health, HR will focus on removing any other worries you have about work – your classes, workload, manager awareness, initiation of benefits, etc.

Here are some notes about information that can be helpful to share with your HR Partner if you reach out:

- What's the circumstance? By design, this document outlines the most common situations. As such, it can be a nice way to quickly apprise your HR Partner if one of them is relevant. Or you can quickly summarize
- If your circumstance is a positive COVID-19 test, definite exposure or symptoms, you can expect that your HR partner will:
 - Recommend that you go home and contact a medical provider
 - Ask you about any [close contact](#) you may have made on campus with others. The CDC and UMS are partners in contact tracing work, and you may be contacted by both. Both have support resources available, too

Whereas in non-pandemic situations, a diagnosis/health information is something that we would direct only to the UMS' Employee Benefits Center (EBC) or the ADA Coordinator (for issues pertaining to disability), UMS' legal counsel has agreed that extending disclosure of COVID-19-related diagnosis/symptoms to HR Partners is prudent. In fact, it best supports the Incident Command response for actions that need to occur for you and the campus.

COVID-19 Situation Matrix: Who Needs to Self-Isolate?

Definition of Exposure? It is important to define what a [close contact exposure](#) to COVID-19 is. The CDC defines 'exposure' as *an individual who has had close contact (<6ft) of an infected person for a period greater than or equal to (≥) 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated.* This is the definition of exposure UMS will use when determining contact tracing processes and protocols.

Proof of Sickness? The CDC has said that – for employees who are sick or presumed to be sick with COVID-19 - *Employers should **not require** a COVID-19 test result or a healthcare provider's note to validate their illness, qualify for sick leave, or to return to work.* At UMS, to initiate the Leave supported by the Families First Coronavirus Response Act (FFCRA), you will be asked to provide the medical provider name who gave the order. A contact tracer confirming [close contact exposure](#) may serve as well.* If Family Medical Leave (FML) becomes applicable, you will be asked for medical certification.

*Please work with your HR Partner or the Employee Benefits Center. This is not meant to be an obstacle to prioritizing your medical health/wellness and can be facilitated according to your circumstance so that it is not.

Proof of Recovery?** A test-based strategy for a person diagnosed with COVID-19 is generally no longer recommended by the CDC to determine when to discontinue isolation. Instead, a timeline that considers the *illness development time* and *symptoms criteria* is used. Considering individuals whose medical circumstances qualify under *the American with Disabilities Act (ADA)*, *employers are permitted to require a medical provider's note from you to verify you are healthy and able to return to work.*

**The CDC's guidance on return to work is based on timing of symptom recovery. A COVID-19 Test is used for diagnosis

COVID-19 Tests? As you read the scenarios in the following pages, you will see that:

- UMS has followed the CDC's guidance that a test-based strategy for someone with COVID-19 is generally no longer recommended to confirm recovery/return to work. UMS is following the CDC's updated recommendation and not allowing or requiring** test results to confirm return-to-work for individuals who had COVID-19
**The CDC's guidance on return to work is based on timing of symptom recovery. A COVID-19 Test is used for diagnosis
- To support the Fall 2020 return to campus, UMS is conducting University-sponsored, campus-based COVID-19 Testing with employees. These tests are via a University contract with Convenient-MD (to conduct the tests and manage the patient records) and Jackson Labs (to process the test and convey the results in the patient records). Employee Testing is as follows:
 - Prior to the start of classes to provide maximum safety on campus
 - As part of ongoing 'surveillance' of the University populations on campus; the UMS Science Advisory Board (SAB) is recommending the approach. It is anticipated to be regularly conducted and include a statistically significant portion of the campus-based population

For participating employees, at the time of the test administration, you will be provided privacy and consent documents that explain who is provided access to the COVID-19 Test results. The University seeks results only for the purpose of supporting your health, campus safety and practices to mitigate further spread of the virus. Information about what data related to your health is shared and with whom is explained on-site at the testing or can be requested if not available there.

COVID-19 Situation Matrix: Who Needs to Self-Isolate?

Scenarios: Each of the next pages represent common scenarios, and the following is provided:

- 1) **Scenario:** Description of the situation
- 2) **Communication Protocol:** Who is notified? What to/not to share? How do you know you can return?
- 3) **Relevant Benefits:** The [UMS benefits](#) you would be able to access/use in the scenario
- 4) **Return to Campus:** What do we require? Who collects/reviews documentation?

References: CDC guidance referenced for the compilation of this resource can be found here:

- 1) <https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>
- 2) <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

Scenarios:

#1 (Page 5): You experience COVID-19 symptoms and test positive for COVID-19. You then self-isolate and recover and now want to discontinue home isolation. When can you return to work?

#2 (Page 6): You never experience COVID-19 symptoms* but test positive for COVID-19. You then self-isolate and now want to discontinue home isolation. When can you return to work?

#3 (Page 7): Someone in your household tests POSITIVE for COVID-19.

#4 (Page 8): Someone in your household is experiencing symptoms and tests NEGATIVE for COVID-19.

#5 (Page 9): You or someone in your household *has possibly been exposed* to COVID-19.

#6 (Page 10): You are exposed to a person with confirmed positive COVID-19.

#7 (Page 11): You are symptomatic and a COVID-19 test has not been administered to determine diagnosis.

#8 (Page 12): You traveled outside the State of Maine for University travel.

#9 (Page 13): You are not symptomatic but are concerned and otherwise do not fall into any of the other scenarios.

COVID-19 Situation Matrix: Who Needs to Self-Isolate?

Scenario 1: You experience COVID-19 symptoms and test positive for COVID-19. You then self-isolate and recover and now want to discontinue home isolation. When can you return to work?

Communication Protocol:

Who should you notify? When you experience symptoms and test positive, please notify your Campus HR Partner.
What will your HR Partner do? Every campus' Incident Command Team includes a member of your Campus HR Team. You can expect that your HR Partner will:

- Focus on your medical health/wellbeing
- Initiate the campus-based incident command response protocol
- Be in touch with your manager to help coordinate next steps related to your work coverage

What to/not to share? The HR Partner will disclose *only* your name and the medical guidance you must follow relative to this scenario and information relevant for contact tracing*. They will not reveal specific medical diagnosis or symptoms. This is in conjunction with multiple regulations** and per consultation with UMS legal counsel.

*Conducted by ME State and UMS
**Health Insurance Portability & Accountability Act (HIPAA), Americans with Disability Act (ADA), Family Medical Leave Act (FMLA), Families First Coronavirus Response Act (FFCRA).

Relevant Benefits:

- Staffing Option: Remote Work***
- [FFCRA Sick Leave benefit and/or FML](#) if the leave is beyond two weeks
- Or, you already partially/fully used that paid leave benefit, please talk to your HR Partner

*** Partial- or Full-Time relative to the symptoms you are experiencing

Return to Campus

A test-based strategy for a person diagnosed with COVID-19 is generally no longer recommended by the CDC to determine when to discontinue isolation. Instead, you must stay out initially for 14 days (based on illness development time) AND until these criteria are met:

- 10 days have passed since your symptoms first appeared AND
- At least 24 hours have passed since your final fever without the use of fever-reducing medications AND
- Other symptoms have improved

The CDC notes that *for patients with severe illness, duration of isolation for up to 20 days after symptom onset may be warranted. Consider consultation with infection control experts.* If Family Medical Leave (FML) is utilized, your return to work requires a release from a medical provider.

You will be required to confirm that you have met the required return criteria.

COVID-19 Situation Matrix: Who Needs to Self-Isolate?

Scenario 2: You never experience COVID-19 symptoms* but test positive for COVID-19. You self-isolate and now want to discontinue home isolation. When can you return to work?

*was asymptomatic

Communication Protocol:

Who should you notify? When you are asymptomatic but test positive, please notify your Campus HR Partner.

What will your HR Partner do? Every campus' Incident Command Team includes a member of your Campus HR Team. Even if you are asymptomatic, you are still able to spread the virus to others. You can expect that your HR Partner will:

- Focus on your medical health/wellbeing
- Initiate the campus-based incident command response protocol
- Be in touch with your manager to help coordinate next steps related to your work coverage

What to/not to share? The HR Partner will disclose *only* your name and the medical guidance you must follow relative to the scenario and information relevant for contact tracing**. They will not reveal specific medical diagnosis or symptoms. This is in conjunction with multiple regulations*** and per consultation with UMS legal counsel.

***Health Insurance Portability & Accountability Act (HIPAA), Americans with Disability Act (ADA), Family Medical Leave Act (FMLA), Families First Coronavirus Response Act (FFCRA).
**Conducted by ME State and UMS

Relevant Benefits:

- If your job role allows: Remote Work Staffing Option
- If your job role does not allow remote work:
 - [FFCRA Sick Leave benefit](#)
 - Or, if you have already partially/fully used that paid leave benefit, please talk to your HR Partner

Return to Campus:

If your job role allowed for a remote-work alternative, you may have been working for some or all of your self-isolation. For persons who never develop symptoms, isolation and other precautions can be discontinued 10 days after the date of their first positive COVID-19 test.

You will be required to confirm that you have met the required return criteria.

COVID-19 Situation Matrix: Who Needs to Self-Isolate?

Scenario 3: Someone in your household tests POSITIVE for COVID-19:

Communication Protocol:

Who should you notify? When someone in your household tests POSITIVE for COVID-19, please notify your Campus HR Partner.

What will your HR Partner do? Every campus' Incident Command Team includes a member of your Campus HR Team. You can expect that your HR Partner will:

- Focus on your medical health/wellbeing
- Initiate the campus-based incident command response protocol
- Be in touch with your manager to help coordinate next steps related to your work coverage

What to/not to share? The HR Partner will disclose *only* your name and the medical guidance you must follow relative to the scenario and information relevant for contact tracing*. They will not reveal specific medical diagnosis or symptoms. This is in conjunction with multiple regulations** and per consultation with UMS legal counsel. In the case that your household member is not a University employee, the HR Partner may share that the household member has tested positive for COVID-19.

*Conducted by ME State and UMS

**Health Insurance Portability & Accountability Act (HIPAA), Americans with Disability Act (ADA), Family Medical Leave Act (FMLA), Families First Coronavirus Response Act (FFCRA).

Relevant Benefits: If your job role allows for a remote-work alternative, you might work for some/all of your self-isolation depending on Caregiving decisions, personal symptoms or other household dynamics. Depending on your circumstance and decisions, relevant benefits could be:

- Staffing Option: Remote Work (full-time or partial)
- [FFCRA Family Care Leave benefit](#) (if caring for immediate family who is ill/medically at risk)
- [FFCRA Sick Leave benefit](#) (if ill with COVID-19 symptoms or medically at risk)
- Or, if you already partially/fully used that paid leave benefit, please talk to your HR Partner

Return to Campus: We recognize that households will make choices in this situation such that you may serve as a caregiver to your household member or may choose to self-isolate from your household member:

- If you choose to serve as a Caregiver:** You should stay home and monitor your health for COVID-19 symptoms while caring for the person who is sick. You should also continue to stay home after care is complete until:
 - 14 days after your last close contact with the sick person (based on the illness development time) OR
 - 14 days after the person who is sick meets the criteria to end home isolation (see Scenario 1)
- If you choose to self-isolate from your household member:***** After your household member tests positive for COVID-19, you must:
 - Stay out initially for 14 days (based on illness development time)
 - If symptoms appear, contact a medical provider. When wishing to discontinue isolation, you can return when:
 - 10 days have passed since your symptoms first appeared AND
 - At least 24 hours have passed since your final fever without the use of fever-reducing medications AND
 - Other symptoms have improved

***Choice to stay separate from your household member per medical advice for your own continued wellness; not a return to work

You will be required to confirm that you have met the required return criteria.

COVID-19 Situation Matrix: Who Needs to Self-Isolate?

Scenario 4: Someone in your household is experiencing symptoms and tests **NEGATIVE** for COVID-19.

Communication Protocol:

Who should you notify? When someone in your household is experiencing symptoms and tests **NEGATIVE** for COVID-19, please notify your Campus HR Partner.

What will your HR Partner do? Every campus' Incident Command Team includes a member of your Campus HR Team. You can expect that your HR Partner will:

- Focus on your medical health/wellbeing
- Initiate the campus-based incident command response protocol
- Be in touch with your manager to help coordinate next steps related to your work coverage

What to/not to share? The HR Partner will disclose *only* your name and the medical guidance you must follow relative to the scenario and information relevant for contact tracing*. They will not reveal specific medical diagnosis or symptoms. This is in conjunction with multiple regulations** and per consultation with UMS legal counsel. In the case that your household member is not a University employee, the HR Partner may share the household member's COVID-19 test results.

*Conducted by ME State and UMS
**Health Insurance Portability & Accountability Act (HIPAA), Americans with Disability Act (ADA), Family Medical Leave Act (FMLA), Families First Coronavirus Response Act (FFCRA).

Relevant Benefits:

- If your job role allows: Remote Work Staffing Option
- If the your job role does not allow remote work:
 - o [FFCRA Sick Leave benefit](#) until such time as the member of your household tests negative
 - o Or, if you already partially/fully used that paid leave benefit, please talk to your HR Partner

Return to Campus: As soon as your household member starts experiencing symptoms, you should self-isolate away from a University facility. When a negative test result is confirmed for your household member, you can discontinue your self-isolation.

You will be required to confirm that you have met the required return criteria.

COVID-19 Situation Matrix: Who Needs to Self-Isolate?

Scenario 5: You or someone in your household *has possibly been exposed* to COVID-19.

Communication Protocol:

Who should you notify? When you feel you or a household member *may have been exposed* to COVID-19, please

- Reach out to a medical provider to discuss the situation. ‘*Has possibly been*’ can reflect a broad range of scenarios and their guidance should drive your medical care decision
- Assess your exposure using the Centers for Disease Control’s (CDC) definition of [close contact exposure](#). If you are confident that your exposure falls within those parameters, reach out to your Campus HR Partner even if you have not yet spoken to your medical provider

What will your HR Partner do? Every campus’ Incident Command Team includes a member of your Campus HR Team. You can expect that your HR Partner will:

- Focus on your medical health/wellbeing
- Initiate the campus-based incident command response protocol
- Be in touch with your manager to help coordinate next steps related to your work coverage

What to/not to share? The HR Partner will disclose *only* your name and the medical guidance you must follow relative to the scenario and information relevant for contact tracing*. They will not reveal specific medical diagnosis or symptoms. This is in conjunction with multiple regulations** and per consultation with UMS legal counsel. In the case that your household member is not a University employee, the HR Partner may share that the household member is getting tested, when results are pending and what the results are.

*Conducted by ME State and UMS
**Health Insurance Portability & Accountability Act (HIPAA), Americans with Disability Act (ADA), Family Medical Leave Act (FMLA), Families First Coronavirus Response Act (FFCRA).

Relevant Benefits:

- If your job role allows: Remote Work Staffing Option
- If your job role does not allow remote work:
 - Medical provider visit and/or use of the UMS Telemedicine benefit to determine relative risk
 - [FFCRA Sick Leave benefit](#) (if a healthcare provider determines the exposure places you *medically at risk*)
 - Or, if you have already partially/fully used that paid leave benefit, please talk to your HR Partner

Return to Campus: As soon you realize there’s been possible exposure, you should self-isolate and consult with a medical provider who will ask questions which might include, but not necessarily be limited to:

- Was it direct possible exposure according to the CDC close contact exposure definition?
- Or was it an indirect possible exposure? And, if so, how many times removed?
- When was the exposure?
- Have symptoms initiated since the exposure (especially related to timeline)

If you were contacted by a Contact Tracer, they will share relevant information that may inform these questions.

Your medical provider’s recommendation and University Guidelines will guide your return to work. You will be required to confirm with your HR Partner that you have met the required return criteria.

COVID-19 Situation Matrix: Who Needs to Self-Isolate?

Scenario 6: You are exposed to a person with confirmed positive COVID-19.

Communication Protocol:

Who should you notify? When you *are exposed* to COVID-19, according to the Centers for Disease Control's (CDC) definition of [close contact exposure](#), please reach out to your Campus HR Partner.

What will your HR Partner do? Every campus' Incident Command Team includes a member of your Campus HR Team. You can expect that your HR Partner will:

- Focus on your medical health/wellbeing
- Initiate the campus-based incident command response protocol
- Be in touch with your manager to help coordinate next steps related to your work coverage

What to/not to share? The HR Partner will disclose *only* your name and the medical guidance you must follow relative to the scenario and information relevant for contact tracing*. They will not reveal specific medical diagnosis or symptoms. This is in conjunction with multiple regulations** and per consultation with UMS legal counsel.

*Conducted by ME State and UMS

**Health Insurance Portability & Accountability Act (HIPAA), Americans with Disability Act (ADA), Family Medical Leave Act (FMLA), Families First Coronavirus Response Act (FFCRA).

Relevant Benefits:

- If your job role allows: Remote Work Staffing Option
- If your job role does not allow remote work:
 - [FFCRA Sick Leave benefit](#) (because confirmed exposure notes you as *medically at risk*)
 - Or, if you have already partially/fully used that paid leave benefit, please talk to your HR Partner

Return to Campus:

It is important to remember that *anyone who has close contact with someone with COVID-19* should stay home for 14 days after exposure based on the time it takes to develop illness. A COVID-19 Test showing personal negative results CANNOT be used to reduce this timeline.

If you develop symptoms and test positive for COVID-19, you can return to work when the following criteria are met:

- 10 days have passed since your symptoms first appeared AND
- At least 24 hours have passed since your final fever without the use of fever-reducing medications AND
- Other symptoms have improved

You will be required to confirm that you have met the required return criteria.

COVID-19 Situation Matrix: Who Needs to Self-Isolate?

Scenario 7: You are symptomatic and a COVID-19 test has not been administered to determine diagnosis.

Communication Protocol:

Who should you notify? When you are symptomatic but you have not yet received a COVID-19 test to determine your diagnosis, please alert your manager. You can also voluntarily submit your symptoms using the CampusClear application.*

*As of 8.14.2020, CampusClear is not yet live. It is planned to initiate the week of 8.16.2020 and will be communicated. Submissions are monitored by your campus Incident Command Team.

What will your Manager do? You can expect that your Manager will:

- Focus on your medical health/wellbeing and recommend that you reach out to your medical provider
- Help coordinate next steps related to your work coverage
- Recommend that once you meet with your medical provider, you review the scenarios again and follow the relevant guidance for your situation

What to/not to share? Your manager will disclose *only* your name and that you are home and contacting your medical provider per self-disclosed symptoms. They will not reveal specific medical diagnosis or the symptoms. This is in conjunction with multiple regulations** and per consultation with UMS legal counsel.

*Conducted by ME State and UMS

**Health Insurance Portability & Accountability Act (HIPAA), Americans with Disability Act (ADA), Family Medical Leave Act (FMLA), Families First Coronavirus Response Act (FFCRA).

Relevant Benefits:

- UMS Cigna Healthcare Benefit if you have University benefits. This allows for the medical provider consultation in person or via telemedicine
 - Other relevant benefits will depend on your healthcare provider advice and medical diagnosis and could include:
 - Personal accrued sick or vacation time
 - Family Medical Leave (FML)
- Or if diagnosed with COVID-19,
- [The FFCRA Sick Leave benefit](#)
 - Or, if you have already partially/fully used that paid leave benefit, please talk to your HR Partner

Return to Campus

- Your Medical Provider may administer a COVID-19 Test, the results of which will determine your return protocol; a negative test result may allow for your earlier return once you are no longer sick
- If you are diagnosed with COVID-19, a test-based strategy for a person diagnosed with COVID-19 is generally no longer recommended to determine when to discontinue isolation. Instead, you must stay out initially for 14 days (based on illness development time) AND until these criteria are met:
 - 10 days have passed since your symptoms first appeared AND
 - At least 24 hours have passed since your final fever without the use of fever-reducing medications AND
 - Other symptoms have improved
 - The CDC notes that *for patients with severe illness, duration of isolation for up to 20 days after symptom onset may be warranted. Please then consider consultation with infection control experts*

You will be required to confirm you have met the required return criteria.

COVID-19 Situation Matrix: Who Needs to Self-Isolate?

Scenario 8: You traveled outside the State of Maine.

Communication Protocol:

Who should you notify?

When you have traveled outside the State of Maine for University travel in locations that are:

- Exempted by Civil Authorities:*** You don't have to communicate to other University personnel about it
- Not Exempted by Civil Authorities:** Please get approval from your manager and work together to formulate your work plan including your return to campus

*As of 8.17.2020, Exempt states include CT, NH, NJ, NY, and VT

Also, though approving/denying employee *personal* travel is NOT the jurisdiction of UMS, in the instance that University personnel learn/confirm that you conducted *personal* travel outside the state to a location not exempted by civil authorities, UMS will require you to follow the appropriate civil guidance for return to ME from non-exempted locations.

What to/not to share? The HR Partner will disclose *only* your name and the medical guidance you must follow relative to the scenario and information relevant for contact tracing**. This could include that you are seeking a diagnosis. They will not reveal specific medical diagnosis or symptoms. This is in conjunction with multiple regulations*** and per consultation with UMS legal counsel.

**Conducted by ME State and UMS

***Health Insurance Portability & Accountability Act (HIPAA), Americans with Disability Act (ADA), Family Medical Leave Act (FMLA), Families First Coronavirus Response Act (FFCRA).

Relevant Benefits:

- If the job role allows: The Remote Work Staffing Option
- If pre-approved travel by the University: Another custom return approach devised at the point of pre-approval
- COVID-19 Test: [COVID-19 Test access sites](#) and fees will depend on your situation and consideration of the ME-State Standing Order ([FAQ Guide here](#)).

Return to Campus

Self-isolation is required for 14 days**** AND:

- If no symptoms appear, you may return to work
- If symptoms appear, you:
 - are encouraged to contact your medical provider for additional guidance **OR**
 - you can obtain a negative COVID-19 test within 72 hours of returning to the state

****The only exception is in the instance that travel is to locations exempted by civil authorities. As of 8.17.2020, these include the following states: CT, NH, NJ, NY and VT.

You will be required to confirm that you have met the required return criteria.

COVID-19 Situation Matrix: Who Needs to Self-Isolate?

Scenario 9: You are not symptomatic but are concerned and otherwise do not fall into any of the other scenarios.

Communication Protocol

Who should you notify? You are encouraged to contact your medical provider for guidance. Also, in the spirit of being able to fully inform the medical provider, you may wish to first connect with your manager or HR partner to explain your concerns and see what options may be feasible.

Anticipating a variety of unique circumstances, the HR Team created the [Request for Discussion Questionnaire](#), where you can provide your HR Partner information to use confidentially to consider solutions.

What will your Manager do? You can expect that your Manager will:

- Listen and/or review what you have submitted via the Request for Discussion Questionnaire
- Focus on your medical health/wellbeing and recommend that you reach out to your medical provider
- Consider next steps based on your medical provider consultation or flexibility in your work role

What to/not to share? The HR Partner will disclose information that is relevant to seeking a mutually beneficial solution that supports your needs along with the department and University. Private and confidential medical information will not be shared/discussed except with relevant HR roles/personnel slated to support such benefits. This is in conjunction with multiple regulations* and per consultation with UMS legal counsel.

*Health Insurance Portability & Accountability Act (HIPAA), Americans with Disability Act (ADA), Family Medical Leave Act (FMLA), Families First Coronavirus Response Act (FFCRA).

Relevant Benefits:

- Your Cigna Healthcare Benefit (in the case you have University healthcare benefits)
- Your Campus HR Team for a meaningful conversation with a trusted HR Partner
- The UMS Employee Assistance Program
- Staffing Options: Consideration of the variety available

Return to Campus

Your specific situation will guide the requirements. You will be required to confirm you have met the required return criteria.