

From: [All UAlbany Faculty and Staff](#) on behalf of [Human Resources](#)
To: ALLFACSTAFF-L@LISTSERV.ALBANY.EDU
Subject: COVID-19 Protocols for Employees
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OFFICE OF HUMAN
RESOURCES MANAGEMENT

Dear Colleagues,

With the recent updates to CDC guidance it's important to highlight the current campus COVID-19 protocols regarding testing, quarantine and isolation for employees.

- Employees who test positive for COVID-19 must:
 - isolate for at least 5 days (symptom start date is day 0) and wear a well-fitting mask for an additional 5 days.
 - contact the Medical Reporting Hotline 518-442-1501 or complete a [COVID intake form](#) as soon as practicable and;
 - follow your unit's call-in procedure and;
 - notify your [close contacts](#) of your positive COVID-19 test result
- Consistent with CDC recommendations, employees who are [close contacts](#) of COVID-19 positive individuals:
 - are not required to quarantine as long as not [symptomatic](#)
 - should wear a well-fitting mask when around others for 10 days following exposure and;
 - should get a COVID-19 test after five (5) days or if symptoms develop
- Anyone who is ill should not come to campus. Those exhibiting [symptoms of COVID-19](#) should get tested
- Campus COVID-19 surveillance testing is now *voluntary for all employees*, regardless of vaccination status. See [surveillance testing](#) website for program participation details.
- Other non-employee campus community members (Visiting Scholars, volunteers, invited guests) should follow the same protocols excluding contacting the employee Medical Reporting Hotline or completing an employee intake form. They should contact their local health department to report

positive COVID-19 test results.

Have a safe and productive semester.

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