Hello,

This email is to provide you with guidance if you have tested positive for COVID-19 and to equip you with information regarding contact tracing, isolating, and returning to work.

If you test positive for COVID-19, it is important to let people you recently spent time with know they may have come into contact with the virus. That way, they can look out for symptoms and get tested if needed, to protect their health and help prevent further spread. Think about who you were with starting two days before your symptoms began or if you had no symptoms, the day you were tested. It's especially important to reach out to anyone who may be at higher risk for COVID-19. You can share this link for additional guidance: [healthvermont.gov/closecontact](http://healthvermont.gov/closecontact).

\*Please note that it is now up to the individual testing positive to notify on-campus close contacts. Close contact means being within 6 feet, for a total of 15 minutes or more over a 24-hour period, of someone with COVID-19 while they are contagious. If the employee is unable to notify their on-campus close contacts for any reason, please email the Office of Human Resources at [OfficeofHumanResources@smcvt.edu](mailto:OfficeofHumanResources@smcvt.edu) or call us at 654-2703.

Our latest guidance for those who test positive for COVID-19 is as follows:

A person with a positive test needs to isolate for at least 5 days, wear a mask for a full 10 days, and notify all close contacts that they’ve tested positive.

**You can leave isolation when you meet ALL three of these conditions:**

1. You no longer have symptoms or symptoms have significantly improved, **AND**
2. You have had no fever for at least 24 hours without the use of medicine that reduces fever, **AND**
3. You have completed 5 full days of isolation from your positive test or the start of symptoms, whichever came first.

You must continue to wear a well-fitting mask around others for a full 10 days! You may return to work on the morning of day 6, if you meet all of the above conditions.

**Please respond to this email acknowledging that you have received this information. We will follow up if we do not hear back from you.**

Additional resources:

* PTO questions – email [OfficeofHumanResources@smcvt.edu](mailto:OfficeofHumanResources@smcvt.edu)
* If Faculty members have questions about their teaching or classes, they should contact Tim Mackin, Associate Dean [(tmackin@smcvt.edu](mailto:(tmackin@smcvt.edu)) or Jeff Trumbower, Vice President of Academic Affairs ([jtrumbower@smcvt.edu](mailto:jtrumbower@smcvt.edu))
* We know this can be a stressful time and want to remind you that the [employee assistance program](http://www.investeap.org/)is available to support you. Our employees can use the org password: stmichaels
* Learn more about how to protect yourself and others at [www.healthvermont.gov/StaySafeVT](http://www.healthvermont.gov/StaySafeVT).

Please reach out to us if you have any questions. We are wishing you all the best for a speedy recovery,

Human Resources