

This message provides guidance on the procedures to follow when a Smithsonian community member has a positive COVID-19 test result or diagnosis.

If you're notified that you have tested positive for COVID-19 (by lab test or diagnosed by your doctor) you should:

1. Stay home and get well. Follow your healthcare provider's advice and your unit's normal sick leave procedures. You are not required to disclose your diagnosis or test results to your supervisor.
2. Notify the Smithsonian COVID-19 Response team of the positive test result by following the procedure at the end of this message. The response team will contact you. We request individuals wait before alerting any colleagues (including leadership and supervisors) until you have spoken to a response team member.

Waiting until you are contacted by the Smithsonian COVID-19 Response Team will not affect the health of your colleagues but will help ensure the accurate follow-up and advice are provided. We do not want to spread undue fear and anxiety through the community and we are committed to protecting your privacy. The Smithsonian COVID-19 Response team will notify your supervisor of any actions they need to take and any primary contacts at SI.

When the Smithsonian COVID-19 Response Team member (a medical or public health professional) contacts you they will ask a few questions about your symptoms, where you work, and who at work you came into contact with during the two weeks before you started having symptoms. Your answers will be used to help prevent spread to others, and again, your privacy will be protected.

If your unit normally requires a medical note prior to returning to work, we recommend trying to get the note on the same day or via telemedicine to avoid having to return to the waiting room after you have recovered. In general, you should not return to onsite work until your symptoms have been gone for at least 72 hours. You may contact Occupational Health Services for return to work documentation guidance at 202-633-9355.

If you're a supervisor and someone notifies you that they have tested positive, you should:

1. Ensure that the employee goes home, if they have come into work.
2. Notify the COVID-19 Response team (please see the procedure at end of this message). Ensure that you know how to support that person through the COVID-19 specific Human Resources guidance that can be found in FAQs on the Smithsonian COVID-19 Response Team website. Do not discuss their diagnosis or launch your own investigation.

3. Wait on alerting any of the other employees under your supervision or in leadership until the COVID-19 Response team follows up with you. The team will walk you through the next steps to minimize fear or anxiety related to the follow up procedure and notification process.

4.

If you're sick and have been told to stay home by a health care provider, but have NOT been tested for or diagnosed with COVID-19

1. Stay home and get well. Follow your healthcare provider's advice.
2. Email the COVID-19 resource email account for updated recommendations.
3. Please closely follow the coronavirus precautions during any illness that has not had a lab confirmed diagnosis. There are CDC guidelines to help you [prevent sharing COVID-19](#) with the people who live with you. Only if you receive a written diagnosis or a positive test result will a contact investigation be done.

How to notify the COVID-19 Response Team of a positive COVID-19 person

During normal business hours: E-mail the COVID-19 resource email account with the subject POSITIVE TEST. Please include a description of what you are reporting to the inbox, and a phone number you can be reached at, and a team member will respond to you within an hour.

After hours or on the weekends: E-mail the COVID-19 resource email account, with the subject POSITIVE TEST. Please include a description of what you are reporting, and a phone number you can be reached at, to the inbox and a team member will respond to you within an hour.

**With Thanks,
The COVID-19 Response Team**