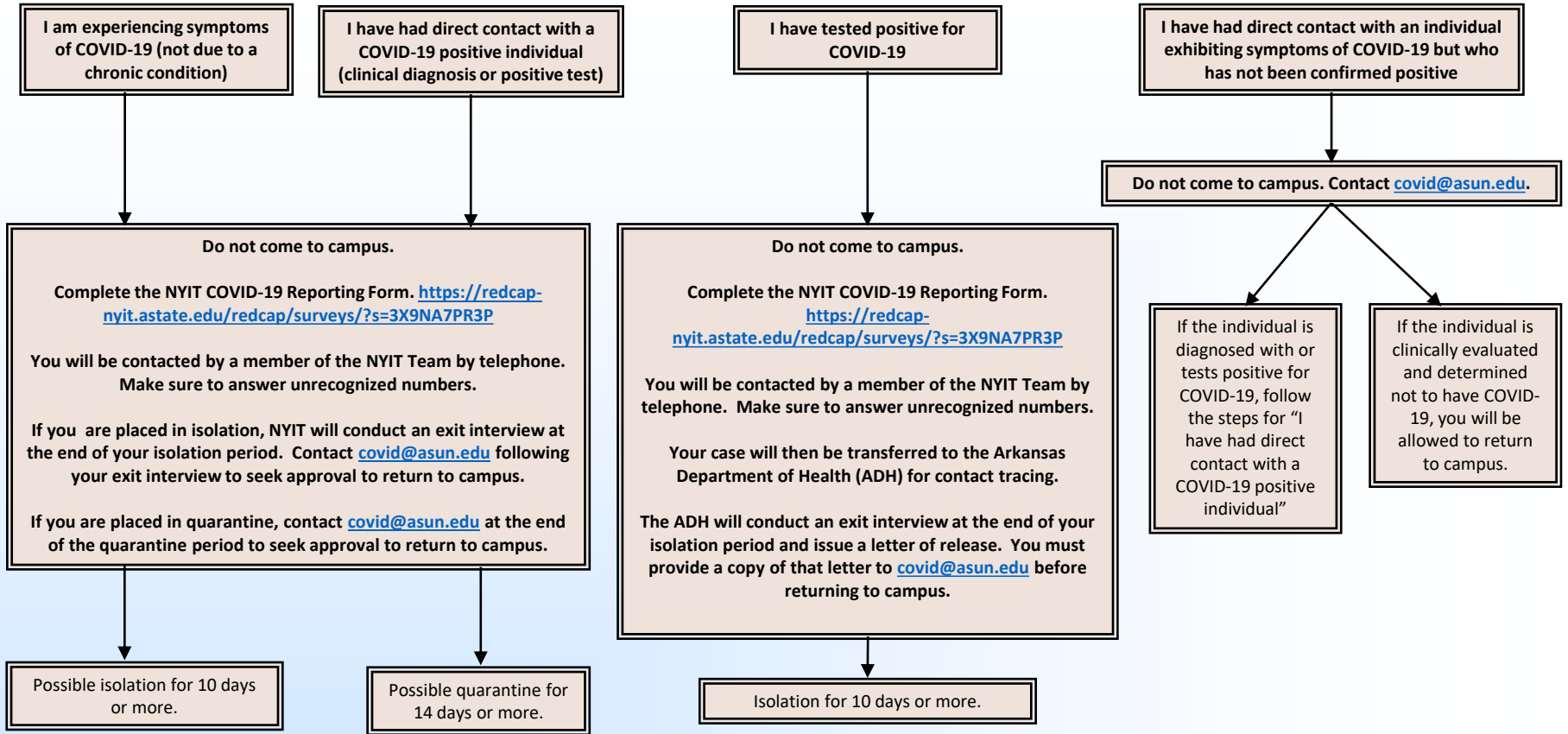


# ASUN COVID-19 Notification Process



**Employees should:**

- (1) communicate regularly with their supervisor regarding remote accommodations;
- (2) contact Human Resources with questions regarding leave;
- (3) if placed in isolation, provide a copy of the NYIT Letter of Release to [covid@asun.edu](mailto:covid@asun.edu) before returning to campus; and
- (4) if placed in quarantine, contact [covid@asun.edu](mailto:covid@asun.edu) at the end of the quarantine period to discuss return.

**Direct contact includes:**

- Contact for more than 15 minutes less than 6 feet apart
  - Provided care at home
- Direct physical contact (i.e. hug)
- Shared eating/drinking utensils
- Been sneezed on, coughed on, etc.

**Symptoms include:**

- Fever
- Cough
- Sore throat
- Shortness of breath
- Loss of taste or smell
  - Chills
  - Headache
  - Muscle Aches
- Vomiting
- Diarrhea

**Students should:**

- (1) communicate regularly with their faculty regarding remote accommodations;
- (2) if placed in isolation, provide a copy of the NYIT Letter of Release to [covid@asun.edu](mailto:covid@asun.edu) before returning to campus; and
- (3) if placed in quarantine, contact [covid@asun.edu](mailto:covid@asun.edu) at the end of the quarantine period to discuss return.