



Self-Isolation Form

Do you have reason to believe that you have been exposed to COVID-19? If so, it is of vital importance that you complete this form and submit it to Newberry College's Office of Human Resources ("HR") as soon as is reasonably possible. Once you have submitted this form, HR will reach out to you with further guidance. Please know that this information will be kept confidential in accordance with established policies regarding employee information.

Step 1: Provide Demographic and Contact Information

Demographic and Contact Information	
Employee Name	Department Name
Employee ID Number	Office Location
Employee Telephone Number	Employee Email
Supervisor Name	Supervisor Email

Step 2: Provide Potential Exposure Information

Provide Potential Exposure Information	
Potential Exposure Date	Last Date On Campus
Last Known Physical Location on Campus	
Isolation Start Date	Isolation End Date (Anticipated)
Isolation Location	
If You Suspect That You Were Exposed as a Result of Recent Travel, List the Relevant Travel Destination	

Continued...

Step 3: Provide Reason for Self-Isolation

Reason for Self-Isolation	
<input type="checkbox"/>	I have been in close contact with someone who has tested positive for COVID-19.
<input type="checkbox"/>	I have developed symptoms that include fever, cough, or shortness of breath.
<input type="checkbox"/>	I have just recently returned from traveling abroad.
<input type="checkbox"/>	I have just recently returned from traveling on a cruise ship.
<input type="checkbox"/>	I have just recently returned from traveling to a known hot spot (example: New York City)

Step 4: Provide Health Information (Related to COVID-19)

Are You Symptomatic?	
<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

Have You Been Tested?	
<input type="checkbox"/>	No
<input type="checkbox"/>	Yes – Awaiting Response
<input type="checkbox"/>	Yes – Tested Negative
<input type="checkbox"/>	Yes – Tested Positive

Step 5: Identify those with Whom You Have Recently Been in Close Contact

Have You Been in Close Contact with Anyone Else from Newberry College?	
<input type="checkbox"/>	Yes (Provide Additional Information Below)
<input type="checkbox"/>	No

With Whom Have You Been in Close Contact?	
_____	_____
Full Name	Email Address
_____	_____
Full Name	Email Address
_____	_____
Full Name	Email Address

Continued...

Step 6: Sign and Certify

I hereby attest that the information provided herein is both accurate and truthful. If I have been in close contact with more than three individuals from Newberry College, I will submit a separate listing of their names and email addresses to the Office of Human Resources.

Employee Signature

Date