

MEDICAL CLINIC AND HR RESOURCES

Whether you're a supervisor or department chair, navigating the complexities of COVID-19 as a manager can be challenging. A dedicated COVID-19 nurse has joined the Medical Clinic's staff on a part-time basis to help supervisors and department chairs with the medical aspects of managing a team. Please note that this should complements guidance from Human Resources on HR related issues and policies.

FAQs

Who do I contact and when?

Contact the [COVID nurse](#) for:

- Questions about an employee's symptoms at work
- Quarantine or isolation questions
- Return to work questions

Contact [Human Resources](#) for:

- Absentee issues
- Sick pay issues
- Disciplinary actions

- *Please note that the COVID nurse email address (COVIDresource@marquette.edu) is not meant to be used to seek medical advice.*
- *If you have an emergency, please call 8-911.*
- *If you are seeking medical advice, contact your primary care provider.*
- *Additionally, the email account was set up for faculty/staff related questions only.*
- *Please do not share this email with students or other audiences.*

About what should I contact the [COVID nurse](#)?

- An employee's medical symptoms observed at work
- An employee's disclosure to you (the supervisor) of an exposure to COVID-19 or a positive test
- Quarantine/isolation questions, directions or clarifications
- Return to work questions

About what should I contact [Human Resources](#)?

- Sick pay issues related to employees who are sick, quarantined or isolated
- Absentee issues within your unit
- Attendance related disciplinary actions
- Employee disciplinary actions for non-safety compliance (please note disciplinary actions should only come after a supervisor has done the following:
 - Issued a reminder
 - Provided educational counseling
 - Given a verbal warning
 - Received assistance from higher level supervisor