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:
  o Issued a reminder
  o Provided educational counseling
  o Given a verbal warning
  o Received assistance from higher level supervisor