Response to suspected COVID-19 cases: Guide for Department Leads, Supervisors, Chairs, and more

- Do NOT share PHI (private health information).
- Employee has no obligation to report except to healthcare provider.
- Medical information will not be provided to supervisors.

### Is it a suspected case?
(Employee tested positive for COVID-19, is experiencing COVID-19 symptoms, or came in contact with someone who tested positive for COVID-19)

<table>
<thead>
<tr>
<th>Yes</th>
<th>No, but testing has been performed</th>
<th>No and they were NOT tested</th>
<th>Not a Direct Contact (friend of a friend)</th>
</tr>
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</table>

If a confirmed positive case, the Department of Public Health will already have been notified by the testing lab.

Employee notifies UCR, as soon as possible, via the Qualtrics System: UCR Symptom Monitoring Survey or UCR Employee COVID-19 Hotline at 1(844) 827-6827

If Confirmed Positive Case:
1. HR will notify supervisors of next steps, initiate the case investigation, and send potential exposure notifications. (Note: Supervisors are not to send notifications to employees.)
2. EH&S will coordinate with Facilities Services for disinfection, if the result was received within 7 days. [Disinfection SOP for Labs COVID.pdf](https://ehs.ucr.edu/sites/g/files/rwecum1061/files/202006/Disinfection-SOP-for-Labs-COVID.pdf)

### Test Returns Positive
1. The employee has the right to share their information if they wish, but no obligation.
   We recommend against disclosure to groups, as it causes anxiety and no additional measures are recommended.
   Department/ supervisor is NOT to share it; it is disclosing PHI.
2. Employee notifies UCR Employee COVID-19 Hotline at 1(844) 827-6827 OR Qualtrics System: UCR Symptom Monitoring Survey
3. The supervisor will not be informed of the results, however see “Yes” category

### Test Returns Negative (COVID-19 Ruled Out)
1. Employee has the right to share their information if they wish, but no obligation.
   We recommend against disclosure to groups, as it causes anxiety and no additional measures are recommended.
   Department/ supervisor is NOT to share it; it is disclosing PHI.
2. Employee notifies UCR Employee COVID-19 Hotline at 1(844) 827-6827 OR Qualtrics System: UCR Symptom Monitoring Survey
3. No action required but please see below for best hygiene practices. Also, continue to wear face coverings and maintain a distance of at least 6 feet.

### Hygiene Best Practices
All students and employees should:
- Monitor for symptoms and stay home if sick, hand wash, and practice social distancing
- Protect vulnerable populations (send home those caring for elderly, chronically ill) or those who consider themselves in the vulnerable population

Stay informed with COVID-19:
https://campusreturn.ucr.edu/
https://ehs.ucr.edu/coronavirus