

# Guide to Suspected COVID-19 Cases

- Do NOT share PHI (private health information).
- Case information will not be provided to supervisors.

Stay informed about COVID-19:  
[UCR Campus Return Website](#)  
[Daily Wellness Check](#)

**Is it a suspected case?**  
 A suspected case is when an employee:

- Tested positive for COVID-19;
- Experiences COVID-19 like symptoms;
- Had contact with someone who tested positive for COVID-19)



**Yes**

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

Employee notifies COVID-19 Management, as soon as possible, via [wellnesscheck.ucr.edu](http://wellnesscheck.ucr.edu)

If a Confirmed Positive Case:

1. COVID-19 Management Team notifies the HR Partner and initiates the case investigation process. *(Note: Supervisors are not to contact the employee.)*
2. HR Partner will notify the employee and supervisor of next steps pertaining to their leave and return to work.
3. Facilities Services will contact the department for disinfection, if the result was received within 3 days of the confirmed case being on-site.
4. Exposure Management Investigation Team (EMIT) reviews the case & distributes the \*AB-685 notifications.

**No, but testing has been performed**

1. No reporting is required, unless test returns positive (refer to Yes box)
2. Must complete the Daily Wellness Survey to come to campus
3. Must continue to follow UCR required protocols in regard to face-coverings, Non-Pharmaceutical Intervention (NPI), and physically distancing.

We recommend against disclosure to groups, as it causes anxiety and no additional measures are recommended.

**Test Returns Positive**

**Department/ supervisor is NOT to:**

- Contact the employee regarding the case
- Share information; it is disclosing Private Health Information (PHI)
- Request a COVID-19 Test
- Advise on survey completion, including requesting responses
- Advise on stay at home/return to work guidance
- Request vaccination information or ask why they are out of the office

**No and they were NOT tested**

1. No reporting required
2. Must complete the Daily Wellness Survey to come to campus
3. Must continue to follow UCR required protocols in regard to face-coverings, Non-Pharmaceutical Intervention (NPI), and physically distancing.

We recommend against disclosure to groups, as it causes anxiety and no additional measures are recommended.

**\*Test Returns Negative or COVID-19 Ruled Out**

If symptoms (feeling sick), the employee should remain at home until recovered. The employee should follow their physician's treatment plan which will determine when the employee should return to work. When the employee is ready to return to work they should coordinate with their HR Partner.

\*Required testing vary, please contact (844) 827-6827 for guidance.

**\*AB-685 required notifications:**

- Building Notification
  - Disseminated to employees who work in the building
- Union Notification
  - Represented Union
  - Represented Union Members
- Outbreak Notification
- Vendor Notifications