CHECKLIST AND POLICIES FOR SUPERVISORS IF AN EMPLOYEE OR STUDENT BECOMES SYMPTOMATIC FOR COVID-19; TESTS POSITIVE FOR COVID-19; AND/OR BELIEVES THEY HAVE BEEN EXPOSED TO COVID-19

> This guidance may change as we receive new or additional guidance from the CDC, Alabama Department of Public Health, Jefferson County Department of Public Health and/or University officials.

FACULTY, STAFF AND STUDENTS

UAB has developed these general procedures to address situations where faculty, staff, and students become symptomatic for COVID-19, test COVID-19 positive, or believe they have been exposed to COVID-19 and to support supervisors in taking action to provide a safe academic and work environment. How UAB responds will depend on the circumstances. There is separate guidance for situations involving students in housing and athletics, as well as employees working in the clinical setting. More detailed information of the underlying policies and responsibilities can be found at the end of this document.

As a reminder, supervisors are responsible for consistently enforcing health and safety requirements for working on-site, including wearing masks and social distancing.

CHECKLIST: ACTIONS TO BE TAKEN BY EMPLOYEES, STUDENTS AND SUPERVISORS

Close contact is defined by being within 6 feet of the Positive Employee/Student for greater than 15 minutes without either party wearing a mask. The identity, circumstances, and/or condition of the Positive Employee/Student cannot be disclosed to the Close Contacts.

Employees/Students who are symptomatic or receive a positive COVID diagnosis

☐ To determine whether testing is necessary, update GuideSafe App (Healthcheck) https://www.uab.edu/coronavirus/reentry/healthcheck. Employees should also complete the Employee COVID Exposure and Symptom form using this link (Employee COVID Exposure form). Once these actions are taken Employee Health/Student Health will provide guidance on next steps.

☐ Notify your supervisor (or their designee) and provide (1) the last date you were on campus, (2) the location where you worked on campus.

☐ **If you have received a positive COVID diagnosis, you should not return to campus until Employee Health/Student Health has released you to do so.**

Supervisors/Departmental Leadership

☐ If you receive notice that an employee/student is symptomatic or received a positive COVID test, direct the employee/student to update their GuideSafe App (Healthcheck-link above) and complete the appropriate form (see above). Ask the employee/student to go home.

☐ Using the messaging below to notify employees/students of the possible exposure only with a confirmed positive COVID19 test result. Where a Departmental structure is in place this should be undertaken by the Chairs office who should also communicate with other units which may share the space.

☐ Contact building services (GRP-covid19resp@uab365.onmicrosoft.com). In the case where a Departmental structure is in place the department should do this. Determine whether enhanced cleaning of affected work spaces and/or communal areas is necessary **only** for a positive COVID-19 test result. Your Organization or Executive Administrator/Chair can assist with this determination, if needed and they may also consult occupational medicine. If additional enhanced cleaning occurs, communicate back to the department that the area has been cleaned. Specialist areas such as laboratories will not be cleaned unless requested.

Helpful information

Building Services: GRP-covid19resp@uab365.onmicrosoft.com

Occupational Medicine: occmed@uab.edu

Link to exposure form   Employee COVID Exposure form

This link contains information about what to expect in the next steps for individuals who test positive or negative.

https://www.oneuabmedicine.org/documents/10180/720229/What+to+expect+from+Emp+Health-documentation+9+April+2020.pdf/0e26a672-1058-d4c8-a849-0ec56cd1cb1f?t=1586464624022

SAMPLE EMAIL FOR NOTIFICATION OF COVID-19 POSITIVE EMPLOYEE/STUDENT

The welfare and safety of our employees and students during this time is our primary concern. I am writing to inform you of a recent development relating to COVID-19.

We recently learned that one of our valued [employees/student] within [name of the unit or department] has tested positive for COVID-19. We cannot generally share any personal information about this individual or information regarding his/her condition, but we have already communicated with those in close contact (defined as less than six feet, without masks, for longer than 15 minutes) with the individual to alert them to possible exposure. If you have not been contacted as one of the close contacts, then **you are not one**. We believe it is important you know about this development so you may pay even closer attention to your health and any coronavirus symptoms you experience.

As a reminder, UAB already has enhanced cleaning protocols in place. If it is determined that someone who is symptomatic or who has tested positive for COVID-19 has accessed a portion of a campus facility, Building services will clean the potentially affected area. If you see cleaning, it does not necessarily mean you are a close contact or have been exposed. As stated above, you will be contacted by the appropriate officials if you are considered a close contact.

This is not a time to panic. It is, however, a time to be attentive and engaged regarding the steps we need to take as a community during this public health crisis. Stopping the spread of COVID-19 has become a social responsibility for all us. It is critical that we comply with the University's safety and health guidelines. This includes wearing a mask/face covering at all times when on campus except at a workstation/private office that is in an enclosed space where no other personnel are present and practicing social distancing. Additionally, before starting work and before you leave any room in which you have been working, you must wipe down all work areas with sanitizing wipes. This includes shared space or equipment (e.g., copiers, printers, computers, keyboards, mouse, phone, equipment, coffee makers, desks and tables, light switches, doorknobs, etc.).

In closing, if you feel ill and/or are exhibiting any possible COVID-19 symptoms, you should update your GuideSafe App (Healthcheck) and complete an Employee/Student COVID Exposure and Symptom form as directed. Once you complete the form it will indicate whether you need to be tested and provide appropriate guidance if testing is necessary. [Employee Health/Student Health] will follow up with you about the results and next steps.

End sample email

ADDITIONAL GUIDANCE FOR SYMPTOMATIC OR POSITIVE CASES

I. **COMMUNICATION TO AN EMPLOYEE OR STUDENT WHO REPORTS THEY ARE SYMPTOMATIC OR BELIEVE THEY MAY HAVE BEEN EXPOSED**

UAB Employee Health (employees) and UAB Student Health (students) require testing for individuals exhibiting possible COVID-19 symptoms. To determine whether testing is necessary, the employee or student must update their GuideSafe App (Healthcheck) and then complete the Student or Employee COVID Exposure and Symptom form as directed by Employee Health/Student Health. Once complete, the employee or student will be provided the appropriate contact information if testing is required. Employee Health/Student Health will follow up with the employee/student and supervisor (if applicable) about the results and next steps. Supervisors must take appropriate disciplinary action when employees or students fail to comply with Employee Health/Student Health procedures.

II. **COMMUNICATION TO OTHERS WHEN AN EMPLOYEE OR STUDENT TESTS POSITIVE**

If an employee or student has a laboratory confirmed positive test for COVID-19 (hereafter "Positive Employee/Student"), Employee Health/Student Health will notify the Positive

Employee/Student and his or her immediate supervisor (if applicable). Employee Health/Student Health will provide the Positive Employee/Student with appropriate guidance and the appropriate health department will be notified of the test result, as required by law.

The Positive Employee/Student is not allowed to return to campus unless instructed to do so by Employee Health/Student, in coordination with JCDH, ADPH, or other local public health entity. For students, Student Health will communicate with the student regarding University self-quarantine/self-isolation protocols.

Contact Tracing: The Alabama Department of Public Health — or a designee (which may include a UAB Employee Health/Student Health employee) — conducts contact tracing to identify "close contacts" of the Positive Employee/Student and will communicate directly with them to provide guidance regarding appropriate next steps. For reference, close contact is defined by being within 6 feet of the Positive Employee/Student for greater than 15 minutes without wearing a mask. Supervisors should cooperate with Employee Health/Student Health and/or ADPH in identifying and communicating with close contacts of positive employees/students, if requested. The identity of the Positive Employee/Student **cannot be disclosed** to the Close Contacts or other employees/students. No details of the Positive Employee's/Student's circumstances or condition are to be shared with Close Contacts or other employees/students. In accordance with CDC and ADPH guidance, contact tracing does not occur without a confirmed positive test.

It is critical that all employees and students, whether or not considered Close Contacts, self-monitor for COVID symptoms and, if they develop symptoms of concern (fever, cough, or shortness of breath), update their GuideSafe App (Healthcheck) and complete a Student or Employee COVID Exposure and Symptom form.

General Notifications: Supervisors may also generally announce to their Department that an employee/student within the Department has tested positive for COVID-19, but **no names** or details are allowed to be given. Even if a Positive Employee/Student has self-disclosed to others, supervisors should not confirm or discuss the identity of a Positive Employee/Student. Supervisors can inform their Department that Close Contacts have already been told and that if they were not individually contacted, then they are not considered close contacts.

Messaging
Close Contacts should be informed in person or by phone. Do not put the name of the Positive Employee/Student in an e-mail or other communication. Above is a sample message to Departments regarding a general notice of a positive COVID-19 test.