Possible or Confirmed COVID-19
Checklist for Supervisors/Employees/Students

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.

CHECKLIST FOR EMPLOYEES/STUDENTS WHO ARE SYMPTOMATIC, HAVE A CLOSE CONTACT EXPOSURE OR RECEIVE A POSITIVE COVID DIAGNOSIS:

Close contact for non-healthcare exposures: An individual being within approximately 6 feet (2 meters), of a person with COVID-19 for 15-minutes over 24 hours. This applies from 2 days before symptom onset until 10 days after symptom onset for the person with COVID-19. If the person with COVID-19 is asymptomatic, then it applies until 10 days after positive test for COVID-19.

- ☐ **Report:** To determine whether testing or work restrictions are necessary, update **UAB Healthcheck**. Once this action is taken Employee Health/Student Health will provide guidance on next steps. ***Close contact is defined as being within approximately 6 feet (2 meters), of a person with COVID-19 for 15-minutes over 24 hours.***
- ☐ **Notify:** Notify your supervisor (or their designee) and provide (1) the last date you were on campus, (2) the location where you worked on campus.
- ☐ **Isolate:** If you have are symptomatic, have a close contact exposure, or have received a positive COVID diagnosis, you should not return to campus until Employee Health/Student Health has released you to do so.

CHECKLIST FOR SUPERVISORS/DEPARTMENTAL LEADERSHIP:

- ☐ **Report and Isolate:** If you receive notice that an employee/student is symptomatic, has a close contact exposure, or has received a positive COVID test, direct the employee/student to update their **GuideSafe™ Exposure Notification App**. Ask the employee/student to go home.
- ☐ **Notify:** When an employee/student with the department tests positive for COVID 19, supervisors may announce this to their department using the messaging below, 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 will be notified individually and that if they were not individually contacted, then they are not considered close contacts. Where a departmental structure is in place this should be undertaken by the Organization Administrator or Executive Administrator and Senior Leadership who should also communicate with other units which may share the space. The identity, circumstances, and/or condition of the COVID positive employee/student cannot be disclosed to other employees or students. If an employee is directed by Employee Health to isolate or quarantine, the supervisor should notify the Organization Administrator to change the employee's status from hybrid or onsite to remote or not working. Then, once the employee is released to return to hybrid or onsite, the supervisor should notify the Organization Administrator to update the Entry Dashboard accordingly.

☐ **Assist with Contact Tracing:** UAB Employee Health and UAB Student Health conduct contact tracing to identify "close contacts" of the positive employee/student and will communicate directly with supervisors to identify and communicate with these individuals in order to provide guidance regarding appropriate next steps. Close contact is defined as being within approximately 6 feet (2 meters), of a person with COVID-19 for 15-minutes over 24 hours. Supervisors should cooperate with Employee Health/Student Health 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.

☐ **Clean:** 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.

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 with the individual to alert them to possible exposure. If you have not been contacted as one of the close contacts, then you have not been identified as 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.).

If you feel ill and/or are exhibiting any possible COVID-19 symptoms, you should update your Healthcheck. 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)