COVID-19 Response Process Flow: 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.

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

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**Is it a confirmed case? (Employee tested positive for COVID-19)**

- **Yes**
  - 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
    - 1. Employee will complete the COVID-19 Case Form (sent via e-mail after notification).
    - 2. 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.)
    - 3. EH&S will coordinate with Facilities Services for disinfection, if the result was received within 7 days. https://ehs.ucr.edu/sites/g/files/rcwecm1061/files/2020

- **No, but testing has been performed**
  - 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

- **No and they were NOT tested**
  - 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. 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.

- **Not a Direct Contact (friend of a friend)**
  - The employee will likely remain at home until recovered (follow their healthcare provider’s treatment plan).

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**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