

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.

Stay informed with COVID-19:

<https://campusreturn.ucr.edu/>
<https://ehs.ucr.edu/coronavirus>

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

Yes

No, but testing has been performed

No and they were NOT tested

Not a Direct Contact (friend of a friend)

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 Hotline at (844) 827-6827.

1. Employee will call UCR Employee COVID Hotline.
 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/2020-06/Disinfection-SOP-for-Labs-COVID.pdf>

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 [Qualtrics System: UCR Symptom Monitoring Survey](#) OR UCR Employee COVID Hotline at (844) 827-6827.
 3. The supervisor will not be informed of the results, however see "Yes" category.

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2. Employee notified UCR Employee COVID-19 Hotline at (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.

Test Returns Positive

Test Returns Negative (COVID-19 ruled out)

If symptoms (feeling sick), the employee will likely remain at home until recovered. The employee should follow their physician's treatment plan which will determine when the employee should return to work.

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

Having Symptoms of COVID-19?

Visit a [COVID-19 Testing Site](#) and Get Tested Today