Response to suspected COVID-19 cases: 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.

Is it a suspected 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

If a confirmed positive case, the Department of 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

If Confirmed Positive Case:
1. HR will notify supervisors of next steps.
2. UCR Employee COVID-19 Hotline initiates the case investigation/send potential exposure notifications. (Note: Supervisors are not to send notifications to employees.)
3. Facilities Services will contact the department for disinfection, if the result was received within 7 days.

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.

Test Returns Negative (COVID-19 Ruled Out)

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

Not a Direct Contact (friend of a friend)

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. Employee notifies UCR Employee COVID-19 Hotline at 1(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.

No and they were NOT tested

Test Returns Positive

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

1. 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

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.