### The supervisor will tell the employee to stay home and they will gather the following information from the employee:

* Last name
* First name
* DOB
* Age
* Address
* Phone #
* E-mail
* Date we were notified of a positive test:
* Was person symptomatic while on campus?
* Why did you take a COVID test?
* Weekly surveillance testing \_\_\_ I had symptoms \_\_\_\_\_ I was recently exposed to someone who had COVID \_\_\_ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Does person have household contacts that have tested positive for COVID-19?
* Was this individual in close contact with anyone who tested positive for COVID-19 in the last 2 weeks? If so, where?
* Was the individual tested for COVID-19?  If so, date. Location Tested.
* Does the individual have symptoms?  Onset date?
* Locations in building while infectious.  Building/floor/room
* When was the last time they were on campus?
* Has this person been in close contact with any other students or staff members while infectious (2 days before the onset of symptoms)?  Close contact is defined as within 6 feet for 15 minutes or more cumulatively in a 24-hour period, with or without a mask.  (The Health Care Agency will follow up with social contacts that are not campus-related).
* Has this person been vaccinated?

### Next Steps:

### Notify you supervisor and Don Maus, Director, Risk Management about the positive test.

### Any other communications should not include the name of the individual with the Positive Test due to privacy reasons. You must keep the person's name confidential so you won't be able to ask coworkers if they had close contact with that person.  You will have to follow up with the person who tested positive to try to determine any close contacts.

### Send Don the information you gathered from the employee.

### Don will contact the OC Health Care Agency to inform them of the positive test.

### Don will send an e-mail to any employees identified as a close contact and inform them to quarantine at home for at least 10 days after last exposure to the case.

### Don will send a general communication to all staff who may have been in the work area where the individual was present while infectious, including those who were not close contacts. These individuals will be able to come to work, but they will be directed to self-monitor for any COVID-19 symptoms for 14 days.

* A case is considered to be infectious from 2 days before their symptoms first appeared until at least 10 days after symptoms start. A person with a positive COVID-19 test but no symptoms is considered to be infectious from 2 days before their test was taken until 10 days after their test.
* A determination will be made as to what rooms need to be closed until the proper cleaning and disinfection takes place.