THE UNIVERSITY OF ARIZONA

COVID-19 Workplace Positive Case Notification Protocol and Related Personnel Actions

Last updated: 28 June 2020

This document outlines the process to be followed by supervisors when a university employee or regular building occupant reports that they have (a) tested positive for COVID-19, (b) is experiencing symptoms consistent with COVID-19, and/or (c) had close contact with someone that has tested positive.

The goal of this protocol is to ensure appropriate rapid response to minimize the possibility of virus transmission, and to protect the privacy of individuals who have contracted the virus.

Employee Reporting Requirements

Employees and DCCs working in UA facilities are **required** to notify their supervisor immediately by phone or text if any of the following situations arise:

(a)   Receipt of a positive test result for COVID-19.
(b)   Onset of symptoms consistent with COVID-19, per CDC guidance.
(c)   Close contact with another person that is confirmed positive for COVID-19, in or away from the workplace, per CDC definition of close contacts.

Supervisor Required Actions Regarding Employee

(a) Employee with positive test result: Supervisors are required to implement the following steps immediately upon being advised of a subordinate receiving a positive test result for COVID-19:

1. **Remove the sick individual from the workplace.** Direct the employee/DCC to go or stay home and recommend that they seek healthcare as needed to manage symptoms. Ask the affected individual to confirm the work locations they occupied for more than 15 minutes during the two days prior to receipt of their positive test result and/or onset of symptoms (whichever occurred first).

2. **Strongly encourage the employee/DCC to self-report their positive test.** Visit the Campus Health web page to link to the self-reporting portal established by the College of Public Health SAFER Program. This program will preserve confidentiality and will trigger an initial contact tracing process by the SAFER team. The self-reporting link will also be available on the Wildcat Wellcheck app, and posted to the UA's main COVID-19 information website.

3. **Share contact tracing information.** Explain to the employee/DCC that the positive case and their identity will be reported only to Campus Health and to the SAFER program for contact

tracing. Share that their workspace colleagues and close contacts will be notified of the occurrence of a positive case, and that their work area will undergo disinfection, but that their identity will not be disclosed. They may choose to notify their co-workers and others of their case, but the University will not disclose their identity to co-workers and workspace occupants.

4. **Initiate the contact tracing process.** Contact the SAFER program [LINK TO FOLLOW] to advise of the positive case, including the employee's identity and contact information, so they can reach out to the affected individual and initiate contact tracing. The SAFER team will work with the affected individual to identify co-workers and others in the building with whom the affected individual may have had close contact within two days (48 hours) prior to onset of symptoms or receipt of a positive test result (whichever occurred first), and building locations where they had regular occupancy or contact. The SAFER representative will explain that employee's identity and other personal/health information will be kept confidential to fullest extent possible.

5. **Share health care guidance:** Advise the employee of the positive test guidance from the Campus Health website.

6. **Establish work expectations.** Determine if the employee/DCC can and will be assigned to work remotely or if the employee will need to be on sick leave, and establish expectations regarding time reporting. Refer the employee to Human Resources if the employee cannot work remotely to help determine options.

7. **Share return to work guidance**. Advise the employee to review the return to work guidelines on the Human Resources website:

(b) Employee experiencing symptoms: Supervisors are required to implement the following steps immediately upon being advised that a subordinate is **experiencing symptoms** consistent with COVID-19.

1. **Remove the sick individual from the workplace**: Direct the employee/DCC to go home and seek healthcare and testing if they have not already done so. Treat the circumstances around their absence from the workplace as confidential. If the employee subsequently notifies the supervisor that they have a positive test result for COVID-19, follow the instructions set forth in Section (a) above.

2. **Offer health care support:** Offer to contact Campus Health to refer the individual for testing, or suggest that they seek testing from their preferred healthcare provider.

3. **Share return to work guidance**. Advise the employee to review the return to work guidelines on the Human Resources website:

(c) Employee has had close contact with a person who has tested positive for COVID-19. Supervisors are required to implement the following steps immediately upon being advised that a subordinate had close contact with another person either in the workplace, or away from the workplace, that is confirmed positive for COVID-19.

1. **Quarantine protocol for asymptomatic non-critical infrastructure employees:** Employees/DCCs who do not perform critical infrastructure work and remain asymptomatic after the close contact must be directed to quarantine themselves away from the workplace for 14 days, and to

self-monitor for onset of COVID-19 symptoms. If the employee/DCC develops symptoms or tests positive for COVID-19, follow the applicable instructions set forth in Sections (a) and/or (b) above.

2. **Asymptomatic critical infrastructure employees**: Critical infrastructure employees/DCCs may be authorized to remain in the workplace despite having a close contact if otherwise necessary to carry out critical infrastructure tasks, provided they are and remain asymptomatic, use a face covering, maintain physical distancing, and closely self-monitor for onset of symptoms. If the employee/DCC develops symptoms or tests positive for COVID-19, follow the applicable instructions set forth in Sections (a) and/or (b).

Supervisor Required Reporting

When an employee/DCC reports **a positive test result** supervisors are to immediately make the following notifications – without identifying the affected individual. These contacts and reports should be done as close to the same time as reasonably possible.

1. **Building Manager**. Advise the Building Manager of the presence of a test-positive case, and of affected areas in the building (without identifying the affected individual). The Building Manager is responsible for making the following contacts. If the supervisor is unable to contact the Building Manager, the supervisor should make these contacts.

    i. **Facilities Management (FM)**. Report the notification (without identifying the affected individual) to the FM Work Control Desk by calling 520-621-3000. This will trigger notification to FM leadership and issuance of an Environmental Alert to affected FM staff, UAPD, Risk Management, and Campus Health.

    FM will determine whether enhanced cleaning and disinfection of affected areas is needed, based on CDC guidance, and implement as needed.

    If it has been less than 7 days since the test-positive individual has been in the facility, close off areas used for prolonged periods, and arrange enhanced cleaning and disinfection of those areas.

    If it has been 7 days or more since the test-positive individual used the facility, enhanced cleaning and disinfection is not necessary; regular cleaning and disinfection of high-touch surfaces should continue.

    ii. **Department Head(s).** Notify the department head(s) for the affected employee/DCCs and all close contacts (without identifying the affected individual) to coordinate notification to building occupants.

    Department heads should notify their respective Dean or VP of a positive case in their building or area, without identifying the affected individual.

    The dean, director, or department head should email a notification to building occupants of a positive case in the building, without identification of the affected individual, or details of their condition, with copy to the relevant unit HR consultant. This notification should

explain that close contacts are being identified and will be contacted directly by SAFER personnel with guidance and instructions. Building occupants should be reminded to respect the individual's privacy and to continue with standard guidance to minimize risk of infection. Please refer to Privacy Guidelines for Discussing Positive COVID-19 Cases in the Workplace in Appendix 1.

2. **Campus Health**. Notify the Medical director or Assistant Medical Director of Campus Health by email or phone (520-621-9202) of a positive case or a suspected case in a UA building. The affected individual may be identified to Campus Health with the employee's permission (should be identified to SAFER for follow up and to initiate contact tracing).

    i. Alert Campus Health of possible testing requests.

    ii. Campus Health will work with affected individuals choosing to be tested on campus to get that testing, and any associated follow up done.

3. **Risk Management Services**. Report the any employee's test positive result as a potential workplace injury via the online reporting portal. The affected individual must be identified in this report.

Other Information for Supervisors

Return to Work Protocols

1. Employees/DCCs who were confirmed to be infected by testing, or who were suspected of being infected due to the presence of symptoms but were not confirmed by testing, should follow the return to work guidance from the CDC:

2. Those identified as having been in close contact with a suspected or confirmed case of COVID-19 should follow CDC guidance and quarantine themselves for 14 days while monitoring for symptoms.

About UA's Contract Tracing Program - SAFER. The Mel and Enid Zuckerman College of Public Health has expanded the SAFER (Student Aid for Field Epidemiology Response) program to address the contact tracing needs for the campus during the pandemic. When SAFER is notified of a positive UA employee case, one or more case managers will be assigned to individually call identified close contacts as soon as possible to advise them that they may have had close contact with a person known to be positive for COVID-19, followed up by email. These individuals will be educated and advised on matters related to self-quarantine, testing, and other follow-up, based on the nature of their contact with the positive UA employee. Please refer to Privacy Guidelines for Discussing Positive COVID-19 Cases in the Workplace in Appendix 1.

Campus Contractors and Vendors. UA employees may be in regular contact with contractor and vendor personnel working in UA facilities and construction projects. It is important to have notification protocols going in both directions when a positive COVID-19 case is identified involving either contractor personnel, or UA personnel.

    a. Procurement & Contracting Services (PACS) has implemented new language into purchasing documents and contract templates to require vendors to follow CDC guidelines as they perform service for the UA.

b. Project managers for PD&C, FM, and others overseeing UA projects will contact all current project contractors, JOC firms, and renovation contractors, and consultants to advise them of the UA's expectation with regard to COVID-19 notifications, as follows:

   1. In the event a contractor becomes aware an individual working on a UA project has tested positive for COVID-19, the contractor shall notify the UA project manager immediately. Without identifying affected individuals, the notification shall include known facts about where the individual worked, recent dates worked, onset of symptoms, and any known UA personnel contacts two days prior to the onset of symptoms or receipt of a positive test result, whichever occurred first. The project manager will report this notification to the supervisor(s) of UA personnel that may have had contact, and will then implement the applicable steps outlined above in this protocol. Contractors and vendors remain responsible for management of their own personnel, in accordance with CDC guidance.

   2. In the event a UA employee who interfaces with contractor/vendor personnel receives a positive test result, their supervisor shall notify the UA project manager, who will notify the appropriate construction manager. Without identifying affected individuals, the notification shall include known facts about where the individual worked, recent dates worked, onset of symptoms, and any known contractor personnel contacts two days prior to the onset of symptoms or receipt of a positive test result, whichever occurred first.

References
1. UA Human Resources - https://hr.arizona.edu/content/covid-19-guidelines-and-faqs-employee
2. UA Re-Entry Guidance – (website under construction)
3. CDC – COVID-19 information
4. Guidance for prevention of COVID-19 transmission

Appendix 1 – Privacy Guidelines when Discussing Positive COVID-19 Cases in the Workplace

Appendix 2 – Positive Case Notification Protocol Flowchart