COVID-19 Case Response Guidance for Faculty and Staff

If there are questions or concerns about a colleague having been in contact with a person diagnosed with COVID-19:

- Faculty should contact their Dean. Staff should contact their supervisor.
- The Dean or supervisor contacts Emergency Management.
- Emergency Management contacts:
  - Human Resources reaches out to individual to provide available resources and obtain additional information (such as potential exposure, medical information, time on campus). Human Resources shares information with Emergency Management; and,
  - Executive Policy Group Chair.
- Emergency Management follows-up with Dean or supervisor and provides update or communication strategy, when necessary.

If a colleague is diagnosed with COVID-19 or required to self-isolate by a medical professional or public health official:

- Faculty should contact their Dean. Staff should contact their supervisor.
- The Dean or supervisor contacts Emergency Management.
- Emergency Management contacts:
  - Human Resources reaches out to individual to provide available resources and obtain additional information (such as potential exposure, medical information, time on campus). Human Resources shares information with Emergency Management; and,
  - Executive Policy Group Chair; and,
  - Appropriate members of the Outbreak Control Team.
- Executive Policy Group Chair notifies Executive Policy Group.
- If the faculty or staff member has spent time on campus within 14 days of the onset of symptoms:
  - Notification sent to faculty, staff, and students by Emergency Management; and
  - Provost follows-up with Dean and shares additional communication strategy for potentially impacted faculty; and/or
  - Emergency Management follows-up with Director and supervisor and shares additional communication strategy for potentially impacted staff.
- If the faculty or staff member has been working remotely for 14 days prior to the onset of symptoms Emergency Management follows-up with Dean or Director and supervisor and provides communication strategy.
If there are questions or concerns about a student having been in contact with a person diagnosed with COVID-19:

- Faculty should contact their Dean. Staff should contact their supervisor.
- The Dean or supervisor contacts Emergency Management.
- Emergency Management contacts:
  - The appropriate Dean’s Office (Westhampton or Richmond for undergraduates, Associate Dean of Students for Law, Academic & Student Affairs for SPCS, and Associate Dean for MBA) to provide available resources and gather more information (such as potential exposure, medical information, time on campus). Dean shares information with Emergency Management; and,
  - Executive Policy Group Chair.
- Emergency Management follows-up with Dean and provides update or communication strategy, when necessary.

If a student that resides on campus is diagnosed with COVID-19 or required to self-isolate by a medical professional or public health official:

- Faculty should contact their Dean. Staff should contact their supervisor.
- The Dean or supervisor contacts Emergency Management.
- Emergency Management contacts:
  - The appropriate Dean’s Office (Westhampton or Richmond for undergraduates, Academic & Student Affairs for SPCS, and Associate Dean for MBA) to provide available resources and gather more information (such as potential exposure, medical information, time on campus). Dean shares information with Emergency Management; and,
  - Executive Policy Group Chair; and,
  - Appropriate members of the Outbreak Control Team.
- Executive Policy Group Chair notifies Executive Policy Group.
- If the student currently resides on campus or has been on campus within 14 days of the onset of symptoms:
  - Notification sent to faculty, staff, and students by Emergency Management; and
  - Provost follows-up with Dean and shares additional communication strategy for impacted Faculty.
- If the student has not been on campus within 14 days of the onset of symptoms, Emergency Management follows-up with Dean and provides communication strategy.