

## **EMPLOYEE AND SUPERVISOR GUIDANCE:**

### **WHAT STEPS TO TAKE FOR A POSSIBLE OR CONFIRMED COVID-19 ILLNESS IN A NON-CLINICAL, NON-HOUSING UNIVERSITY BUILDING**

The following guidance recommends actions for employees and supervisors to take if someone becomes ill in a non-clinical (academic, research, administrative) university building and they suspect they might have COVID-19, or a building occupant is diagnosed with COVID-19. These actions are intended to protect the health and safety of other building occupants and are not medical guidance.

The steps below address (A) a “suspected” case where an employee becomes ill and it is possible they have COVID-19 and (B) a confirmed case of COVID-19 among a building’s occupants.

Note that these actions are in addition to the general recommendations of frequent hand washing and social distancing.

#### **(A) SUSPECTED CASE OF COVID-19:**

- 1) If an individual tests positive or is awaiting the results of a COVID-19 test, they should:
  - a. Immediately go home and self-isolate, minimizing interaction with others
  - b. Notify their immediate supervisor, informing them of their condition and University locations they have frequented
  - c. Call their primary care physician for guidance on appropriate action to take
  - d. Contact their supervisor upon receipt of diagnostic results as soon as possible
  - e. If a COVID-19 test is administered, fill out the Case Reporting form at:
    - i. <https://coronavirus.utah.edu/covid19-case-reporting/>
  
- 2) Supervisors (or the individual, if the supervisor is unavailable) should immediately contact Public Safety/Emergency Management (1-801-585-2677), inform them that a person in their building *suspects* they might have COVID-19, and provide the following information:
  - a. The individual’s name and UNID
  - b. Department/Unit
  - c. Preferred call back number
  - d. Building name and potential room numbers and common areas frequented by the individual
  
- 3) The Supervisor should:
  - a. Isolate the potentially impacted areas until positive confirmation of the diagnosis

- b. Contact individuals within the potentially impacted area and inform them of the concern. Consider relocating individuals until the area has been cleaned.
- c. Inform occupants in the building as a precaution
- d. Notify department head/manager

***Facilities personnel will be dispatched to clean the area.***

***Evacuation of the building is not recommended at this time.***

- 4) Potentially exposed individuals should
  - a. Leave the potentially impacted area
  - b. Go home, self-isolate and practice social distancing
  - c. Call your primary care provider and follow their recommendations
  - d. If a COVID-19 test is administered, fill out the Case Reporting form at:
    - i. <https://coronavirus.utah.edu/covid19-case-reporting/>
- 5) Upon confirmation of a diagnosis, the Supervisor should follow step (B) below

**(B) CONFIRMED CASE OF COVID-19:**

- 1) If an individual is ***diagnosed*** with COVID-19 and the individual has frequented a University building within the past 14 days, they should:
  - a. Follow recommendations of their primary care physician
  - b. Notify their immediate supervisor, informing them of their condition and University locations they have frequented
  - c. Fill out COVID-19 Case Reporting Form at:
    - i. <https://coronavirus.utah.edu/covid19-case-reporting/>
- 2) Supervisors (or the individual, if the supervisor is unavailable) should immediately contact Public Safety Dispatch at (1-801-585-2677), inform them of a positive COVID-19 diagnosis, and provide the following information:
  - a. The individual's name and UNID
  - b. Department/Unit
  - c. Preferred call back number
  - d. Building name and potential room numbers and common areas frequented by the individual
- 3) The Supervisor should:
  - a. Contact individuals within the potentially impacted area, inform them of the concern, and recommend they call their primary care physician for guidance

- b. Request the individual to report diagnoses on the self-reporting form (link)
  - c. Inform others in the building as a precaution
  - d. Notify department head/manager
  - e. Restrict access to the building, in coordination with the building manager and department administration
- 4) Potentially exposed individuals should
  - a. Leave the potentially impacted area
  - b. Go home, self-isolate, practice social distancing, and call their primary care physician
  - c. Fill out COVID-19 Case Reporting Form at:
    - i. <https://coronavirus.utah.edu/covid19-case-reporting/>
- 5) Emergency Management will:
  - a. Contact the Facilities supervisor to initiate cleaning protocols
  - b. Contact the County Health Department
  - c. Notify Chief of Police
  - d. Notify the Chief Safety Officer
  - e. Notify cognizant Vice President
- 6) The cognizant Vice President will:
  - a. Notify the appropriate Senior Vice President
  - b. Contact appropriate University, College, and Departmental administration
- 7) Facilities personnel will clean and disinfect the impacted building per CDC guidance using trained personnel and proper PPE
  - a. Note: Due to difficulties in effectively sanitizing these areas, laboratories will not be disinfected but rather will be closed for 7 days. This is to protect facilities staff from exposure to hazardous chemicals, to protect sensitive equipment from exposure to chemical disinfectants and to avoid potential reactions between disinfectants and lab chemicals. The CDC has stated that reentry after 7 days is safe.
- 8) Once sanitation is complete, Facilities will communicate the status with the Building Manager, Emergency Management, and department administration.
- 9) The Building Manager will communicate with occupants that the area/building is safe to re-occupy.