

## 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 students, faculty, 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 (no positive test result) and (B) a confirmed case of COVID-19 among a building’s occupants (positive test result).

#### **(A) SUSPECTED CASE OF COVID-19 (No Positive Test Result):**

- 1) If an individual is ill or is awaiting the results of a COVID-19 test administered because they are considered potentially infected or exposed, they should:
  - a. Immediately go home and quarantine, 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

Complete the COVID-19 Reporting Form at <https://coronavirus.utah.edu/reporting/>

- 2) While employees or students who suspect they may have COVID-19 should fill out the Self-Reporting form themselves, supervisors or faculty advisors may also report suspected or known cases of COVID-19 for their employees/students using the COVID-19 Reporting Form at <https://coronavirus.utah.edu/reporting/>. The contract tracing team will merge duplicate reports appropriately.
- 3) The Supervisor/Faculty Advisor 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.

**Note:** For confirmed COVID cases (positive test results), official identification and notification of “close contacts” will be made by contact tracers (either the Salt Lake County Health Department or University of Utah).

The identity of the ill individual should only be shared if they have expressly given permission.

- 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) Individuals who had close contact with the ill individual, defined as any individual who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated, should follow the advice in the Employee Exposure Guidance document, which can be found [here](#).
- 5) Upon receipt of the test results, update the Self-Reporting Form. If the test is positive, follow step (B) below.

**(B) CONFIRMED CASE OF COVID-19 (Positive Test Result):**

- 1) If an individual is ***diagnosed*** with COVID-19 and they have frequented a University building within the past 14 days, they should:
  - a. Follow recommendations of their primary care physician
  - b. Notify their immediate supervisor or faculty advisor, informing them of their condition and University locations they have frequented
  - c. Fill out COVID-19 Reporting Form at <https://coronavirus.utah.edu/reporting/>
- 2) The Supervisor/Faculty Advisor should:
  - a. Contact individuals within the potentially impacted area, inform them of the concern, and recommend they call their primary care physician for guidance

**Note:** For confirmed COVID cases (positive test results), official identification and notification of “close contacts” will be made by contact tracers (either the Salt Lake County Health Department or University of Utah).

The identity of the ill individual should only be shared if they have expressly given permission.

- b. Confirm that the individual has reported the diagnosis on the COVID-19 Reporting Form at: <https://coronavirus.utah.edu/reporting/>. While employees or students who have been diagnosed with COVID-19 should fill out the Self-Reporting form themselves, supervisors/faculty advisors may also report known cases of COVID-19 for their employees/students using the COVID-19 Self-Reporting Form. The contract tracing team will merge duplicate reports appropriately.
  - c. Inform others in the building as a precaution
  - d. Notify department head/manager
- 1) Individuals who had close contact with the ill individual, defined as any individual who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated, should follow the advice in the University Staff Exposure Guidance document, which can be found [here](#):
  - 2) The University Contact Tracing team will notify appropriate parties.
  - 3) Facilities personnel will clean and disinfect the impacted building per CDC guidance using trained personnel and proper PPE  

Note: Due to difficulties in effectively sanitizing these areas, research 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.
  - 4) Once sanitation is complete, Facilities will communicate the status with the Building Manager, Emergency Management, and department administration.
  - 5) The Building Manager will communicate with occupants that the area/building is safe to re-occupy.