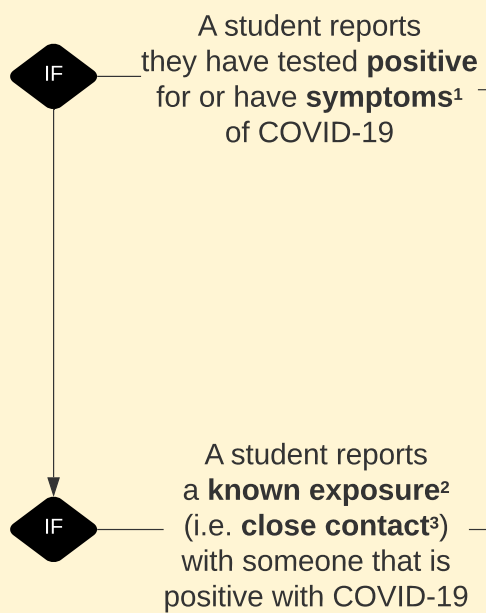


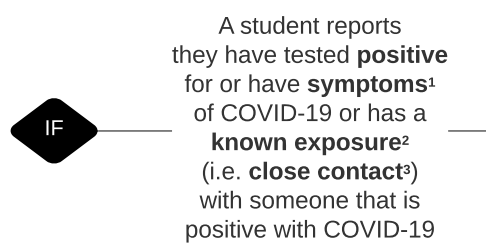
**For classes with any in-person interaction**



- Faculty should call the **General Campus Questions Hotline at 801-213-2874** and press "2" to report a classroom exposure (see *Details* \*)
- Move the class fully online immediately (typically for a few days) until notified by the University Contact Tracing (CT) team
- Inform the class without revealing the student identity, for example:  
*"We have been made aware of a potential exposure in our class. We will move class online for a few days until we hear from the University Contact Tracing team that we can resume in-person"*
- Advise the student to isolate⁴ or quarantine⁵, complete the COVID-19 Reporting Form and expect a phone call from the CT team within 24-48 hours

- \* Details needed when calling the General Campus Questions Hotline at 801-213-2874:**
- Your full name and uNID
  - Your call back number
  - Class details
  - Classroom location (or if online)
  - Student name and uNID (if known)
- The information will be sent to the CT team for investigation and follow-up.

**For all other classes**



- Faculty should call the **General Campus Questions Hotline at 801-213-2874** and press "2" to report a student exposure (see *Details* \*)
- Advise the student to isolate⁴ or quarantine⁵, complete the COVID-19 Reporting Form and expect a phone call from the CT team within 24-48 hours
- CT will determine if student should be tested

Follow-up by CT team until case closed. May include calls to faculty for additional information.

**COVID-19 Reporting Form: <https://coronavirus.utah.edu/reporting>**

This form is available 24/7 to report a positive case, symptoms, known exposure or close contact.

<sup>1</sup> Symptoms: fever, chills, new or worsening chronic cough, runny nose, sore throat, new loss of taste or smell, nausea, vomiting, diarrhea, fatigue, headache, muscle/body aches, or difficulty breathing/shortness of breath.  
<sup>2</sup> Known exposure is defined as having confirmed that an individual was in close contact<sup>3</sup> with someone who has tested positive for COVID-19  
<sup>3</sup> Close contact is defined as less than 6 feet of distance for more than 15 minutes  
<sup>4</sup> Isolation separates sick people with a contagious disease from people who are not sick. The CT team will advise the student on how long isolation will last.  
<sup>5</sup> Quarantine separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick. These people may have been exposed to a disease and do not know it, or they may have the disease but do not show symptoms. The CT team will advise the student on how long the quarantine will last.