Employee Tests Positive for COVID-19

☐ Ask the employee to go home immediately (or stay at home).

☐ Encourage them to seek prompt healthcare for symptoms.

☐ Have them identify all work locations where they spent 15 minutes or more within the two days prior to the testing date (or onset of symptoms, if earlier).

☐ Identify all known people who were within 6 feet of the employee in those locations for 15 minutes or more during that time (with or without masks).

☐ Strongly encourage the employee to voluntarily self-report at health.arizona.edu/SAFER.
  - Explain that if they self-report, a SAFER case manager will offer advice and assist with tracing contacts.

☐ Explain disclosure requirements:
  - Workplace contacts and units that need to take action for campus safety will be told of the positive case but not who is infected.
  - The employee’s name will be given to Risk Management only if a workplace injury report is filed, and to Human Resources only if case management assistance is needed.

☐ Submit a supervisor report at health.arizona.edu/SAFER. You must report regardless of if the employee self-reports.

☐ Store any written information about the case in a locked location separate from other personnel records.

☐ Begin the “Required Notifications” checklist.

Visit hr.arizona.edu/COVID-Protocol for more checklists and assistance