



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**](https://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 (without identifying the employee) at [**health.arizona.edu/SAFER**](https://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.