Guidance for Responding to a Suspected or Confirmed Case of COVID-19 in your Department or Program

1. As chair/director, please take the lead on all communications with faculty, staff, and students in your department/program.

2. The COVID positive/symptomatic person (fever >100°F, cough, shortness of breath or difficulty breathing, sore throat, congestion that differs from typical seasonal allergies, body aches, fatigue, diarrhea) should:
   - be advised to stay or go home at the first indication of symptoms
   - notify their immediate supervisor (students report to teachers if in-person classes and/or supervisor, if working on campus; staff report to staff or faculty supervisor; staff or faculty supervisor reports to chair; chair reports to dean of faculty) For every case, the notification should work through this chain of communication to make it to the Dean’s Office.
   - call the Emory Healthcare COVID-19 Information and Nurses Line (404-712-6843) and follow the guidance provided - including getting a COVID test if necessary

3. The chair/director will inform the Dean of Faculty (dean_of_faculty@emory.edu) and Emory College HR (ECAS_Connections@emory.edu) of the COVID situation.

4. The chair/director will also inform Dwight Raby at (ecasfacilities@emory.edu) so that he can arrange for EHSO to perform special cleaning and disinfection of the workspace and surrounding public spaces if the symptomatic person has occupied the space within the previous three days. Please provide details regarding the office and/or classrooms locations.

5. The chair/director will send an initial email (sample below) to notify faculty, staff, and students by email that a member of the department/program has reported being symptomatic and/or COVID-19 positive. This email should not include any identifying information about the symptomatic/COVID-positive person unless that person has given explicit (in writing) permission to disclose their name.

6. If the symptomatic person tests positive for COVID, the COVID-positive person will
   - notify Occupational Injury Management (OIM, 404-686-8587)
   - if not already contacted, they should reach out to their supervisor who would inform the department chair/director
   - Emory OIM will ensure that a case manager is assigned. The case manager will ask the COVID-positive person if they worked closely with anyone not on their contact tracing list within the last 48 hours. The case manager will contact all
close contacts and provide guidance. Finally, OIM will remain in contact with the COVID-positive person and communicate when it is safe to return to campus.

7. **The chair/director will** send a follow-up email to all faculty, staff, and students with an update regarding the test results of the symptomatic member. Once the campus space has been disinfected, this email will notify the department community that it is safe to return to the campus office/classroom space.

8. **Every individual** should follow health and safety protocols, including wearing a mask, maintaining distance, and washing hands frequently.

Additional information can be found at:
(https://www.emory.edu/forward/)
(https://www.emory.edu/coronavirus/)

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Sample Email:

**Subject:** <DEPARTMENT> COVID RESPONSE - reported illness

To: faculty, staff, postdocs, graduate students, undergraduate students

From: CHAIR

Dear colleagues,

On _____(date)_________, a member of our DEPARTMENT community, who has recently been on campus, communicated that they are symptomatic for COVID-19/tested positive for COVID-19. We will continue working through our Emory University safety protocol and will keep you informed.

CHAIR NAME
Chair, Department