Responding to Potential COVID-19 Cases
Guidance for Supervisors & Employees

Guiding Principles:
1. Do not share the private health information (PHI) of any individual; all communications must be anonymized.
2. Individuals are not obligated—and shall not be pressured—to report medical information to their supervisor; employees and supervisors will be individually contacted by UHS or EH&S if additional action is advised due to a positive test within the workplace in accordance with Cal/OSHA requirements.
3. All individuals should act at all times as though anyone or any environment could be contagious; because of this, all health and safety guidance should be strictly followed.
4. Supervisors shall not manage news of a supposed or self-confirmed positive test in any way; please contact Occ Health at 510-332-7192 for guidance and next steps.
5. This guidance should be followed by all faculty and staff, including affiliates, third-party contractors and students in the workplace.

What should I do (as an individual) if I believe I may have COVID-19 or have potentially been exposed?

- Self-isolate and seek medical advice if you have symptoms of COVID-19 and/or have been in close contact with someone with COVID-19.
  - Do not return to work; if you experience an onset of symptoms while on campus, take precautions to limit your exposure to others and return home as soon as possible.
  - Contact your own medical provider for advice and ongoing care.
  - Contact Occ Health at 510-332-7192 to evaluate the need for a COVID-19 test.
  - Notify your supervisor that you will be absent for health reasons.
- If tested, while test results are pending you should self-isolate until cleared to return to work. Further guidance on self-isolation can be found on the CDC website.
- To return to work on campus after suspected COVID-19, regardless of test results:
  - Contact Occ Health at 510-332-7192 for clearance.
  - For suspected COVID-19 cases, you will generally be able to return when:
    ■ At least 10 days have passed since the symptoms first appeared.
    ■ You have been fever-free for 3 full days (without the use of fever-reducing medications) and other symptoms are improving.
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Use the below flowchart to determine appropriate actions if made aware of a potentially (+) case of COVID-19

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Is it a lab-confirmed case?

**NO; testing not performed**

- No action needed

**NO, test results unknown**

- Contact Occ Health COVID-19 hotline @ (510) 332-7192 to notify of potential case in your department
- Do not disclose any information (via email or verbally); supervisors must protect the PHI
- Individual is not required to share test results, however see “YES” column if they do.

**YES**

- Dept of Public Health will be automatically notified of a (+) case by the testing lab
- Instruct individual to:
  - Return home/not report to work until cleared by Occ Health
  - Follow medical guidance for care and self-isolation
- Provide the employee with:
  - Required FML notices, informing individual of option or requirement to use paid leave accruals; details [here](#)
  - Inform the employee of the ability to file a workers’ compensation claim if potentially contracted at work
- Consult with UCB legal counsel & UHS if an infected person refuses to cooperate with necessary procedures

**Test Returns (+)**

- Contact Occ Health COVID-19 hotline @ (510) 332-7192 to notify of positive case in your department
- UHS will:
  - Coordinate with public health on further actions & communication
  - Contact EH&S or Facility Services for cleaning and/or vacating of the workspace*
  - Contact EH&S if work-related and the individual was admitted into the hospital overnight for in-patient treatment beyond observation. Within 8 hours, EH&S will complete Cal/OSHA reporting as “serious illness”
- Do not disclose any information (via email or verbally); supervisors must protect the PHI

**Test Returns (-)**

- Not everyone with a (-) test result will be cleared to return to work; Occupational Health clearance is required.
- Provide the employee with:
  - Required FML notices, informing individual of option or requirement to use paid leave accruals; details [here](#)
  - Inform the employee of the ability to file a workers’ compensation claim if potentially contracted at work
- Consult with UCB legal counsel & UHS if an infected person refuses to cooperate with necessary procedures

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*If EH&S determines cleaning is required, the PI/building manager will be notified and space will be vacated or disinfected based on nature of work within the space. Lab cleaning will be conducted by EH&S, office spaces by facility services.*