

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.

Occupational Health COVID Hotline (Mon-Fri, 10am-4pm) 510-332-7192

Stay informed with the most up to date COVID-19 information for the Berkeley campus at:
uhs.berkeley.edu/coronavirusnews.berkeley.edu/coronavirus.

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Use the below flowchart to determine appropriate actions if made aware of a potentially (+) case of COVID-19

Is it a lab-confirmed case?

YES

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"

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

NO, test results unknown

Contact Occ Health COVID-19 hotline @ (510) 332-7192 to notify of potential case in your department

While awaiting test results, instruct individual to:

- Not report to work, or to return home if at work
- Follow medical guidance for care and self-isolation

NO; testing not performed

No action needed

Instruct individual to:

- Contact their medical provider for assessment and instruction. If the individual does not have a medical provider, instruct them to contact UHS
- Not report to work, or to return home if at work

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.

Test Returns (+)

Test Returns (-)

Not everyone with a (-) test result will be cleared to return to work; Occupational Health clearance is required.

*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.