INSTRUCTIONAL GUIDE FOR SCHOOL/BUSINESS UNIT
for notification and communication of a COVID-19 positive test

To oversee management of COVID-19 positive employees and students within a business unit or school:

- Consider appointing a COVID-19 officer, or another person to ensure communications have been sent to the appropriate audiences, environmental cleaning has been requested/completed, and other health and safety safeguards have been initiated (specific responsibilities outlined below);

- Promote healthy behaviors to aid in minimizing disease transmission; and

- Consult with Emory’s Office of Critical Events Preparedness and Response (CEPAR) as needed.

Role of a COVID-19 coordinator or risk mitigation team

- Ensure that department supervisors have completed their administrative and communication responsibilities;
  - Need-to-know communications to co-workers, students, and/or shared space unit leads (protecting individual privacy for all employees and students)
  - Ensure space cleaning takes place

- Serve as conduit of information to dean/CBO; and

- Escalate issues that may need attention/resolution at the governance or policy-making level.

IMPORTANT CONTACTS

- Emory Healthcare COVID-19 Information and Nurses Line: 404.71.COVID (404.712.6843)
- Emory Critical Event Preparedness and Response Division (CEPAR): 404.712.1300
- Emory Environmental Health and Safety Office (EHSO): 404.727.2888
- Emory Occupational Injury Management Office (OIM): 404.686.8587
- Emory Student Health Services (SHS): 404.727.7551

ACADEMIC LIAISONS

Each school or program has more than one designated liaison to reduce vulnerability within the academic support process. Schools will internally manage how cases will be assigned/shared for their respective students. For full list see page 2.

ENCOURAGE EMPLOYEES TO

- Stay home if they have fever or are not feeling well
- Wear appropriate face coverings
- Avoid large gatherings
- Practice good hand hygiene
- Practice physical distancing
- Telework when possible
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for notification and communication of a COVID-19 positive test

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