INSTRUCTIONAL GUIDE FOR FACULTY
for notification and communication of a COVID-19 positive test

If . . .
- A student reports a positive COVID-19 test or you are aware that a student who physically interacts with others in a class/lab is absent and experiencing COVID-19 symptoms or
- A mentee/advisee reports a positive COVID-19 test; or
- A co-worker in your laboratory reports a positive COVID-19 test

Then align reporting with the status of the student or co-worker to notify . . .
- Chair or director (who has subsequent reporting duties to report to their dean), if an undergraduate student.
- Chair or director and the dean of the LGS, if a graduate student.
- Chair (if applicable) or the relevant associate dean of faculty, if a professional student.
- The designated COVID-19 coordinator or COVID-19 risk mitigation team.
- Emory’s Contact Tracing Unit will be in touch with members of the community who are identified as “close contacts.”

* Health information is protected; do not disclose names or other identifiers.

Then . . .
- In consultation with the COVID-19 coordinator or COVID-19 risk mitigation team, communicate utilizing the illness or COVID-positive templates to notify other co-workers in the unit/lab/department.
- Reinforce healthy behaviors to aid in minimizing disease transmission.

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IMPORTANT CONTACTS
- Emory Healthcare COVID-19 Information and Nurses Line: (404.71.COVID) 404.712.6843
- Emory Student Health Services (SHS): 404.727.7551
- Oxford Student Health Services: 770.784.8376

STAY SAFE REMINDERS
- Do not go to class if you have fever or are not feeling well
- Avoid large gatherings
- Practice physical distancing
- Wear appropriate face coverings
- Practice good hand hygiene
- Clean and disinfect your space and personal items