IF FACULTY/STAFF LEARN THAT A STUDENT IS SICK:

If the student is a(n)...  

Undergraduate Student  
- Notify chair or director (who has subsequent reporting duties to report to their dean).

Graduate Student  
- Notify the chair or director and the dean of the LGS.

Professional Student  
- Notify the chair (if applicable) or the relevant associate dean of faculty.

STEP 1.

STEP 2.
- Notify the designated COVID-19 coordinator or COVID-19 risk mitigation team.

Emory’s Contact Tracking Unit will be in touch with members of the community who are identified as “close contacts”.

STEP 3.
- 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. Do not disclose names or other identifiers.

STEP 4.
- Reinforce healthy behaviors to aid in minimizing disease transmission.

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