

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

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**