

## 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**