I. Overview
The university must be prepared to respond to positive employee cases of COVID-19, especially when the employee has been working on one of the campuses. The response includes direction for the infected employee, disinfection of the appropriate physical space(s) on campus and communicating with public health to assist with contact tracing efforts.

II. Applicability:
This procedure applies to all employee classifications, including student employees. Any employee that has a positive case of COVID-19 is required to report their positive case to the university.

III. Procedure: Moderate Alert Protections in Place
When an employee first becomes aware that they have tested positive for COVID-19, they must immediately notify the university using the reporting form provided. The infected employee is also responsible for notifying their supervisor if they are unable to work. It is important to remember that employee privacy is held in strict confidence and information will be shared on a need to know basis.

A. Employee Actions
1. Complete the COVID-19 Positive Case Reporting Form. This form is accessible on the UWO Mobile app and the Titans Return website.
2. If the employee was scheduled to work on a campus, they must notify their supervisor that they will not be reporting to work. The employee should request one of the following:
   i. To telecommute until they are able to return to work on campus.
   ii. To use paid leave until they are able to return to work on campus. If the employee has COVID leave available, this should be used first. Leave requests must be entered by the employee prior to payroll processing deadlines. (note: student employees are not eligible for leave)
   iii. If no paid leave is available, the employee may request an unpaid leave of absence using the LOA Request form on the HR website under General Forms. (note: student employees are not eligible for leave)
iv. Employees that are unable to work while recovering may also apply for leave under the Family and Medical Leave Act (FMLA), which provides up to 12 weeks of unpaid leave for employees with a serious health condition. More information about FMLA can be found on the UW System FMLA website.

3. If the employee was already telecommuting and had no plans to report to work on a campus, they may continue to telecommute or request leave if they are too ill to work. Leave options are noted above. (note: student employees are not eligible for leave)

B. When a New Case is Reported:

1. When a new case is reported on the form, a notification will be sent to Human Resources. Positive employee cases will be shared with the following:
   i. **Employee’s supervisor:** To be informed there was a positive case in their department, to close the area for disinfection (if needed) and to confirm the employee’s schedule.
   ii. **Public health office:** Positive cases will be shared the Winnebago County public health department.

C. Disinfection of the Workspace

1. When a positive case is reported, the supervisor should close the employee’s personal work area if they have been onsite. If the work area can be closed off for 7 days, the area does not need to be disinfected. Closed work areas should have appropriate signage posted using the “Office Closed for Disinfection” template online.
   i. If the employee has a personal office, the door should be shut for at least 7 days or until the office is disinfected.
   ii. If the employee works in a cubicle, the cubicle should be closed off for at least 7 days or until the area is disinfected.
   iii. If the employee performed work in a commonly used area, such as a front desk, the area should be closed until it can be disinfected.

2. Supervisors will call the police dispatch line (ext. 1212) when an area needs to be disinfected. The dispatcher will notify the on-call custodial team member of the request. The custodial department will prioritize disinfection requests when it relates to a positive case and will confirm with the area’s supervisor when disinfection is complete.

3. If there is a need to close a shared workspace until it can be disinfected, displaced employees should be allowed to telecommute or find an alternate worksite on campus until disinfection is complete.

D. Potentially Exposed Colleagues

1. When the employee that has tested positive completes the notification form, they will be asked to list the names of anyone they had close contact with while on campus.

2. These names will be shared with the Winnebago County Health Department to share with the appropriate county doing contact tracing.

3. The people named by the employee who tested positive will be contacted by a contract tracer who will ask standard questions and provide health care guidance.

E. Returning to Work After a Positive Case

1. Employees should work with their county health department to determine when they can safely return to work. The WI Department of Health Services also has this guide for those that test positive for COVID-19, including when it is safe to end home isolation.
2. Providing appropriate documentation that confirms the employee can return to work is encouraged but not required. Documentation should be turned in to the employee’s supervisor when they report back to work. Supervisors should forward all medical documentation to Human Resources.

IV. **Procedure Modifications: Very High Alert**
   - No changes to procedure.

V. **Procedure Modifications: High Alert**
   - No changes to procedure.

VI. **Procedure Modifications: Low Alert**
   - No changes to procedure.

VII. **Guidance Documents/Policy Links:**
   - [https://www.dhs.wisconsin.gov/covid-19/index.htm](https://www.dhs.wisconsin.gov/covid-19/index.htm)

VIII. **Templates/Forms:**
   - Positive Case Reporting Form
   - Office Closed for Disinfection template

IX. **Definitions**

X. **Revision History:**
   Created: August 13, 2020
   Revised/Reviewed: