I. Overview
The university must be prepared to respond to positive student cases of COVID-19, especially when the student has been on one of the campuses. The response includes direction for the infected student, 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 students. Any student that has a positive case of COVID-19 is strongly encouraged to report their positive case to the university.

III. Procedure: Moderate Alert Protections in Place
When a student first becomes aware that they have tested positive for COVID-19, they are strongly encouraged to notify the university using the reporting form provided online. It is important to remember that student privacy is held in strict confidence and information will be shared on a need to know basis.

A. Student Actions
1. Complete the COVID-19 Positive Case Reporting Form.
2. If the student is employed on campus, refer to the SOP for Response to Employee Positive Cases for employment-related follow-up.
3. If the student is attending in-person, face-to-face classes, they will be instructed to self-isolate and notify instructors of isolation requirement.
   i. Covid Response Team will send general notification to instructors if a student in a face-to-face course tests positive.
4. If the student is attending other in-person campus activities, they will be instructed to self-isolate based on public health guidance and notify staff/employee lead (i.e. staff advisor, coach, supervisor, etc.)

B. If the student is completing all coursework and campus involvement or employment online, they will complete public health disease investigation interview and identify close contacts. They will also be made aware of University resources available to them.

C. When a New Case is Reported:
1. When a new case is reported on the COVID-19 Positive Case Reporting Form, a notification will be sent to covidinfo@uwosh.edu. This account will be managed by Human Resources and the COVID Response Lead. Positive student cases will be shared with the following:
   i. **Student Health Center**: For options on campus isolation housing and additional healthcare follow-up.
   ii. **Public health department/UWO disease investigation and contact tracing team**

2. If student lives on campus, Lead disease investigator/contact tracer assigns case in WEDSS to UWO disease investigator. Subsequent close contacts assigned to UWO contact tracer.
   i. Refer to [Isolation SOP](https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-sos.html) for residence hall transition and disinfection process.

3. UWO disease investigator shares pertinent information with University personnel who need to know. (i.e. instructors, coaches, supervisors, etc.)
   i. General email sent to instructor identifying that a student in a f2f course has tested positive.
   ii. Additional follow-up with campus supervisor or coach, as needed.
   iii. Public Health will conduct follow-up with off-campus employers, as needed.

4. UWO disease investigator follows up with student. Closes case when cleared from isolation based on Public Health recommendations.

D. Potentially Exposed Students and Employees
   1. When the student 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.

E. Returning to Class/Campus Activities After a Positive Case
   1. Students and/or student employees should work with their county health department to determine when they can safely return to school and/or work. The WI Department of Health Services also has [this guide](https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-sos.html) 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 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

VIII. Templates/Forms:
- Positive Case Reporting Form
- Positive Employee & Student Flow Charts

IX. Definitions

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