Quick Reference Guide for COVID-19 Cases in the Workplace

Visit HR’s COVID-19 FAQs for more information at hr.uconn.edu/covid-19-hr-faqs

For Employees with a confirmed or suspected case of COVID-19

1. Refer employee to their healthcare provider or UCH COVID Call Center at 860-679-3199 for guidance.
2. Request date of positive test or when symptoms began.
3. Request the date and time when last on campus and where they spent time.*
4. Encourage them to call their local health department.
5. Ask that they keep you apprised of when they are cleared to resume work.
6. Offer telecommuting if well enough and if remote work is feasible.
7. Notify HR hr@uconn.edu and provide the info noted above.

For Managers of Storrs/Regional Employees diagnosed with COVID-19

Support contact tracing

1. Refer employee to their healthcare provider or if Storrs based student, to the ShAW Advice Nurse at 860-486-4700 (option 1 then 2).
2. Request date of positive test or when symptoms began.
3. Request date and time when last on campus and where they spent time.*
4. Encourage them to call their local health department if a Regional campus student.
5. Ask that they keep you apprised of when they are cleared to resume work.
6. Offer telecommuting if well enough and if remote work is feasible.
7. Notify HR hr@uconn.edu and provide the info noted above.

For Managers of Student Employees diagnosed with COVID-19

Notif the person who notified they were diagnosed with COVID-19, notify and provide guidance to employees who spent time in the workplace with them, using the Employee Notification Statement.

For Managers of Outside Vendors/Contractors diagnosed with COVID-19

Without disclosing the identity of the person who notified they were diagnosed with COVID-19, notify and provide guidance to employees who spent time in the workplace with them, using the Employee Notification Statement.

For Managers of Employees with a reported workplace exposure to students or others with COVID-19

For shared spaces that require continued use, if it has been less than 24 hours since the person with COVID-19 spent time in the space, managers may contact ehs@uconn.edu for any cleaning or other workspace safety guidance*.

Information for instructors about COVID-19 in classroom settings, including what happens if a student tests positive, see the Provost’s Fall 2021 FAQs for Academic Operations.

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*Facilities will be notified to initiate enhanced cleaning and disinfection where recommended by EHS and in keeping with CDC and State of CT guidelines. See protocol here.