

## **Guidelines for Units/Divisions/Departments when an employee/student is diagnosed with COVID-19**

1. Confirm that the individual received a diagnosis. The person may or may not have actually received a test. Many of our employees may not be able to be tested because they are not high-risk, so they will be diagnosed as “Presumptive COVID-19.”
2. Ask the individual to complete this form:  
[https://ucdenverdata.formstack.com/forms/covid\\_form\\_copy](https://ucdenverdata.formstack.com/forms/covid_form_copy)
3. If the confirmed individual is an employee, someone from HR will reach out to the employee and the unit head to discuss next steps. This may include a limited communication from the Unit/Division/Department head to those individuals who may have been exposed recently. If someone has not been on campus for a period of time, the need to send an immediate communication may not exist. The following are examples of the kind of questions that we will ask your employee.
  - a. When were last on campus?
  - b. Where were you on campus?
  - c. What buildings/rooms do you normally visit?
  - d. Who do you typically meet with?
  - e. Who have you notified?
  - f. Is there anyone you would like us to notify?
  - g. How can we support you?
4. If the confirmed individual is a student, the case managers from the respective campuses will reach out to the student and the Unit/Division/Department head to discuss next steps.
5. If the individual was on campus recently, you may contact Jay Campbell in facilities to request additional cleaning.