

COVID-19 Positive or Direct Exposure Protocol For UW-Madison Research Units and Activities

July 14, 2020

The [Smart Restart](#) plan for the UW-Madison campus is under development and will be available soon. In the near term, this document was created to provide Chairs, Center Directors and other leaders of research units with a quick reference to use in cases of employee COVID-19 direct exposures or positive tests. When available, please refer to the Smart Restart web page for more comprehensive information.

Employees in the Workplace

All faculty and staff must stay away from the workplace if they have tested positive for COVID-19, are experiencing symptoms of COVID-19, or have been identified by public health officials as having been exposed to an individual positive for COVID-19.

If you have an employee on site that exhibits [symptoms of COVID-19](#) they are required to leave the workplace. If you become aware of any employee with a COVID-19 positive test, especially if they have been in the workplace, please **contact your divisional human resources office or [Divisional Disability Representative \(DDR\)](#) for instructions on next steps.**

Individuals may not return to work until the criteria established by [federal](#) and [state](#) agencies for quarantine are met. Below are guidelines for individuals who have tested positive, those who have experienced symptoms and those who have been exposed.

- 1) Individuals who have tested positive for COVID-19 or who experience symptoms must stay away from the workplace and carry out the following steps:
 - a) Monitor symptoms according to CDC recommendations. Individuals may return to the workplace when:
 - i) They have been fever-free for 3 days; and
 - ii) Their symptoms have improved; and
 - iii) It has been at least 10 days since their symptom onset; or
 - iv) If they are tested, based on healthcare provider's advice, they received two negative test results in a row, at least 24 hours apart.
 - v) If the person had no symptoms, they may return 10 days after they were tested positive; or they received two negative test results in a row, at least 24 hours apart.
 - b) Notify their supervisor that they are unable to report to work.
 - c) Consult with their human resources office or DDR regarding any leave options that may be available to them. The DDR will work with the employee and their healthcare provider to clear the employee to return to campus.
 - d) The identity of the person who tested positive must remain confidential. If the employee voluntarily informs their supervisor of a positive test, this information is protected health information (PHI). Supervisors must work with their human resources office to make sure appropriate steps are taken to protect the individual's identity and to ensure compliance with the Health Insurance Portability and Accountability Act (HIPAA), Americans with Disabilities Act (ADA), and Family Educational Rights and Privacy Act (FERPA).
- 2) Individuals who have been exposed or been notified that they may have had close contact with someone with COVID-19 must:
 - a) Stay away from the workplace until cleared to return to campus.
 - b) Self-monitor for symptoms for 14 days after exposure.

- c) Notify their supervisor they are not reporting to work because they were exposed or in close contact with someone with COVID-19. Close contact is defined as being within about 6 feet of a person with COVID-19 for a prolonged period of time (15 min or more). Supervisors may consider allowing the employee to work from a remote location if telework is available.
- d) Consult with their human resources office or DDR regarding any leave options that may be available to them.

Contact Tracing

All positive cases of COVID-19 are reported to public health officials. University Health Services (UHS) is working to support officials at Public Health Madison & Dane County (PHMDC) to conduct case interviews and contact tracing. Contact tracing may also be performed by UHS. The identity of individuals who test positive must remain confidential to ensure compliance with the HIPAA, Americans ADA, and FERPA.

Individuals positive for COVID-19 will work with a contact tracer from PHMDC to identify all individuals they have been in close contact with so that others may be notified. PHMDC does not share the identities of the individuals confirmed to be COVID-19 positive.

In the event of a known COVID-19 exposure, the unit director(s) [e.g. department chair(s) or center director(s) for the work unit] should work with their divisional HR staff to a) contact personnel to let them know that they may have been exposed to COVID-19 and that they may be contacted by PHMDC, and b) distribute a reminder to affected individuals to self-monitor and seek testing if they exhibit symptoms. Depending on the type of exposure, further steps may be needed to relocate individuals from the work location and to determine whether additional cleaning of the area is needed.

Cleaning and Disinfection

Each campus unit is responsible for the regular cleaning and disinfection of its work areas, tools, and equipment. The UW-Madison [Environment, Health & Safety \(EH&S\)](#) website has detailed [guidance](#) on cleaning and disinfection to prevent the spread of COVID-19 based on CDC guidance and protocols.

When a person diagnosed with COVID-19 is known to have been on campus, University Health Services (UHS) will, in partnership with local staff, evaluate the specific locations where the individual spent time to determine what cleaning and disinfection is needed. If necessary, UHS and EH&S will coordinate the closure of spaces in advance of required cleaning. Facilities, Planning and Management may choose to outsource cleaning services based on the type of contact the positive employee had in the building and how much time has elapsed since exposure. Units should work with their human resources office to discuss cleaning or facility closure needs; the HR staff will coordinate communication with UHS and EH&S.

Testing

Individuals with symptoms or who have been exposed should contact their health provider or seek free testing through [Community Testing Sites](#). In Dane County PHMDC is [offering free COVID-19 testing](#) at the Alliant Energy Center in Madison at least through August 31, 2020. UW-Madison plans to open a free, on-campus testing facility in early August and will implement additional campus-wide COVID testing by September 2. Students experiencing symptoms or considered close contacts may also contact [University Health Services](#).

Supervisors can recommend, but not require, an employee to seek testing.

More details regarding testing on campus will soon be available through the Smart Restart website.