



**CEAT Supervisor Positive COVID-19 Test
Notification Procedure**

**Procedures
CCB-007
Effective Date: 6/8/21**

- 1.01 The purpose of this procedure is to ensure proper steps are taken when a supervisor is notified by an employee of a positive test result or potential COVID-19 exposure. These steps are intended to protect the health of the individual and the other members of their work unit. At all times, ensure the confidentiality of the individual is maintained as required by federal law (HIPAA). Any question regarding these procedures should be directed to the Assistant Deans office (CEAT COVID-19 Incident Management Team) x41568, or CEAT HR at x42627.
- 1.02 It is expected that employees will immediately notify their supervisors regarding any symptoms or COVID-19 exposure or infection. This includes after hours and weekends. This will allow supervisors, University Health Services (UHS) staff, and CEAT HR to take necessary action to determine what medical care and testing, if any, is appropriate, and ensure the individual is informed of the benefits available to them.
- 1.03 Although the risk that fully vaccinated people could become infected with COVID-19 is low, any fully vaccinated person who experiences symptoms consistent with COVID-19 should isolate themselves from others and be clinically evaluated for COVID-19.

Immediate Action After Notification by Employee of Positive Test or Possible Exposure

- 2.01 If the individual is currently in the CEAT facility, quickly determine a strategy for them to leave in such a manner to prevent any potential exposure to others. If the individual is working remotely, contact HR at x42627 or the Assistant Deans office at x43384 for further directions. After the individual has left the facility, immediately notify CEAT HR, at x42627 and discuss the situation. HR will notify University Health Services and inform them of the situation. You may receive a call from UHS and be asked to provide additional details.
- 2.02 Notify the next person in your chain of command and inform them of the situation and explain the actions taken, e.g., CEAT HR has been notified.
- 2.03 CEAT HR will contact the CEAT Facilities Manager at x43734 to determine if the workspace requires cleaning/disinfecting. CEAT FM will coordinate cleaning/disinfecting as needed.



**CEAT Supervisor Positive COVID-19 Test
Notification Procedure**

**Procedures
CCB-007
Effective Date: 6/8/21**

Confidentiality of Information

- 3.01 The Health Insurance Portability and Accountability Act (HIPAA) protects the confidentiality of any individual who may have tested positive for, or who may have been exposed to, COVID-19. It is the responsibility of every supervisor and manager to ensure the confidentiality of the individual is protected. The information may only be shared under the following circumstances:
- Information may be shared with University Health Services (UHS), medical providers, and emergency care workers involved in the case.
 - Information may be shared with OSU/CEAT HR, as necessary, to initiate an appropriate public health response and/or provide benefits to the individual. For example, you may share information with Misty Daniels or a member of OSU HR who are working to process benefits for the individual.
 - Information may be shared with other CEAT department and unit heads necessary for business continuity and operations. For example, you may share information with the next person in your chain of command.
- 3.02 Information may not be shared with other team members, CEAT employees, etc. While it may be necessary to notify employees in the work unit that a person has tested positive, the name of the individual remains confidential. See sample message below.
- 3.03 At all times, only the minimum amount of information necessary to ensure the health and safety of the individual is to be released.
- 3.04 If you are unsure of what information may be shared, contact HR at x42627, or the Assistant Deans office at x41568.

What to Expect After Notification of CEAT HR and UHS

- 4.01 UHS will contact the employee and obtain additional information regarding symptoms and potential exposure to other employees. UHS will also coordinate with state and local officials, as needed.
- 4.02 A determination will need to be made whether to send all employees in that area home for the day and/or close the building where the employee worked. This requires consultation between the Dean's Office, CEAT HR, OSU Human Resources, and UHS.

**CEAT Supervisor Positive COVID-19 Test
Notification Procedure**

**Procedures
CCB-007
Effective Date: 6/8/21**

- 4.03 UHS will update the employee’s manager/supervisor, and CEAT HR as needed. The employee should also provide updates to their manager/supervisor and CEAT HR, when necessary.
- 4.04 A list of likely individuals who have had close contact with the infected employee will be contacted by UHS. In accordance with the Centers for Disease Control and Prevention (CDC), [close contact](#) is defined as having more than 15 minutes of contact with the infected individual and being less than 6 feet (2 meters) apart.
- 4.05 The CEAT Facilities Manager will coordinate cleaning/disinfecting of the work area, as necessary, according to CDC guidelines.
- 4.06 Most fully vaccinated people with no COVID-like symptoms do not need to quarantine, be restricted from work, or be tested following an exposure to someone with suspected or confirmed COVID-19, as their risk of infection is low.
- 4.07 However, they should still monitor for symptoms of COVID-19 for 14 days following an exposure.

Support from the CEAT COVID-19 IMT

- 5.01 The CEAT COVID-19 Incident Management Team (IMT), in consultation with CEAT HR and UHS, shall provide the following support to the affected department or work unit:
- Assess the need for closure of department/work unit or altered work schedule/arrangements.
 - Communicate appropriate information with coworkers and others who had close contact with the infected individual in consultation with UHS and CEAT HR.
 - Communicate with the workforce about any closure or altered work schedule and anticipated return to work timing.
 - Confirm with CEAT Facilities Manager the arrangements for cleaning/disinfection of workspace.



**CEAT Supervisor Positive COVID-19 Test
Notification Procedure**

**Procedures
CCB-007
Effective Date: 6/8/21**

Conclusion

6.01 Thank you for your understanding during this challenging time. Should you have any questions please contact your supervisor, University Health Services or CEAT HR (x42627), or the Assistant Deans office (41568).

Date approved by the CEAT COVID-19 Incident Management Team (IMT) Chief of the Planning Section and IMT Head: 6/26/20, Revised 10/23/20, Revised 6/8/21