COVID-19 Positive or Direct Exposure Protocol
For UW-Madison Research Units and Activities
July 13, 2020

The Smart Restart plan for the UW-Madison campus is under development and will be available soon. In the near term, as research activities are occurring on campus this document was created to provide Chairs, Center Directors and other leaders 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 exposed to a known positive tested COVID-19 individual (identified contact).

If you have an employee in the office that exhibits symptoms of COVID-19, please focus only on the symptoms that you observe and remove the employee from the workplace. If you become aware of any employee with a COVID-19 positive test or there is a direct exposure, 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. The CDC recommends individuals can be around others 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.
   a. Notify their supervisor that they are unable to report to work.
   b. Consult with their human resources office or divisional disability representative (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).
o 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 through the Office of Human Resources (OHR). University Health Services (UHS) is working to support officials at Public Health Madison & Dane County to conduct case interviews and contact tracing. The identity of the person who tested positive must remain confidential 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).

The individual with a positive COVID-19 test will work with a contact tracer from Public Health Madison & Dane County to identify all individuals they have been in close contact with so that others may be notified.

In the event of a known COVID-19 exposure, the unit director(s) (e.g. department chair(s) or center director(s) for the affected facility) should work with their divisional HR staff to a) contact personnel to let them know that someone from the floor has tested positive and that they may be contacted by Public Health Madison & Dane County 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 remove 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 Environment, Health and Safety website has detailed guidance on cleaning and disinfection to prevent the spread of COVID-19.

When a person diagnosed with COVID-19 is known to have been on campus, the specific locations where the person spent time will be evaluated by University Health Services (UHS) in partnership with local staff to determine what cleaning and disinfection is required in accordance with CDC guidance and protocols established by Environmental Health & Safety (EHS). If necessary, UHS and EHS will coordinate to close spaces as needed in advance of required cleaning. Facilities Planning and Management may outsource this service to Servpro. Considerations for hiring Servpro to disinfect the lab/building would be based on the type of contact the positive employee had in the building and how much time has passed from exposure. Work with your human resources office to discuss the need for cleaning or a facility closure is needed if a COVID-19 positive employee is known.

Testing
Individuals with symptoms or who have been exposed may seek free testing through Community Testing Sites. Public Health Madison and Dane County is offering free COVID-19 testing at the Alliant Energy Center in Madison at least through August 31, 2020. Students experiencing symptoms or considered close contacts should contact University Health Services for directions on testing. Individuals may also contact their health provider.

Supervisors are able to recommend an employee to seek testing but are not able to require an individual is tested.

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