Dear members of [unit, college, division, team],

A member of our [unit, college, division, team] has self-identified they tested positive for COVID-19. In order to protect the health and privacy of the individual we cannot share additional information.

Workplace areas will be cleaned according to CDC guidelines.

It is NOT the practice of Iowa Department of Public Health to notify employers or institutions of a positive case. We are able to share this news because the person self-identified, but we may NOT be able to report each time a member of the [unit, college, division, team] tests positive moving forward.

Please know testing for COVID-19 is currently limited; your health care provider can determine if you need testing or treatment.

If you provide critical services that must be performed on campus, please continue to report to work as scheduled unless you experience symptoms.

If you believe you may have been exposed to the virus or are experiencing symptoms, **DO NOT** walk in to QuickCare, Student Health, any UI Health Care clinic, the State Hygienic Lab, or any emergency room. Instead, follow these procedures:

**Students**

Call or email the Student Health Nurseline (319-335-9704) (student-health@uiowa.edu) or your local health care provider and inform them of your travel history and symptoms. After hours and on weekends, call the UI Hospitals & Clinics at 319-384-9010 or the 24-hour helpline, 319-384-8819, or your local health care provider. You may also [schedule a video visit through MyChart](https://uihc.org/use-our-video-visit-service-get-your-flu-or-covid-19-symptoms-checked-out)[.](https://./)

**Faculty and Staff**

Call your health care provider or the UI Hospitals & Clinics (319-384-9010) and inform them of your travel history and symptoms, or [schedule a video visit through MyChart](https://uihc.org/use-our-video-visit-service-get-your-flu-or-covid-19-symptoms-checked-out).

It is important to know that your privacy will be maintained by your provider.

**Social distancing** is how the community can stop the virus from spreading. Remain out of congregate settings, avoid mass gatherings, and maintain safe distance (approximately 6 feet or 2 meters) from others when possible.

In addition, we know that dealing with this evolving situation can cause stress and anxiety. Please remember that the [Employee Assistance Program](https://hr.uiowa.edu/well-being/employee-assistance-program) is available to support you. EAP services can be accessed by calling 319-335-2085 during business hours (8 a.m. to 5 p.m. Monday-Friday) or emailing EAPhelp@uiowa.edu.

Accurate information, preparation, and evidence-based practice are powerful tools to help ease feelings of uncertainty and anxiety. Find accurate information about COVID-19 from reliable sources such as the [Centers for Disease Control and Prevention (CDC)](https://www.cdc.gov/), the [National Institutes of Health (NIH)](https://www.nih.gov/), the [World Health Organization (WHO)](https://www.who.int/), and more locally the [UI’s coronavirus website](https://coronavirus.uiowa.edu/), where frequently asked questions for students, faculty, staff, and parents are updated regularly.

Important and up-to-date information can be found on the university’s [coronavirus.uiowa.edu](https://coronavirus.uiowa.edu/) website.

We know these are difficult times and we appreciate your continued resilience and assistance.

Sincerely,