

University of Iowa

Steps for Self-Reporting COVID-19 Diagnosis to the University (Employees and Supervisors)

On March 17, 2020, Governor Kim Reynolds issued a State of Public Health Disaster Emergency to address the threat to the public from the novel coronavirus causing the pandemic illness COVID-19. There is now community spread of the illness in Johnson County. Community mitigation strategies are vital to prevent the spread of COVID-19. The following are guidelines to reduce the threat of COVID-19 to the University of Iowa community.

We have asked all employees outside of UI Health Care to work remotely unless the critical function they provide must be completed on campus. Working from home will accommodate social distancing and reduce the threat of spread for everyone, including colleagues who are remaining on campus to perform essential services.

Employees Diagnosed with COVID-19

- Employee communicates to their supervisor and/or local HR leader to report sick leave.
- The employee should remain home for seven days after the start of symptoms or 72 hours after cessation of fever without fever-reducing medication, whichever is longer.
- Supervisor and/or Senior HR Leader assigned to the organization will ensure the areas where the employee spent substantial amounts of time are closed off (such as closing an office door), and staff will not be allowed to enter the space.
- Supervisor and/or Senior HR Leader will contact FM@YourService (formerly known as the Work Control Center) to request a cleaning: 319-335-5071 or www.facilities.uiowa.edu/services/fmyourservice.
- Senior HR Leader will coordinate communication to affected unit and will forward the communication to DPS-OEM@uiowa.edu for record keeping.
- Co-workers who provide critical services that must be performed on campus should continue to report to work as scheduled unless they experience symptoms.

All Employees Who Have Symptoms Consistent with COVID-19

- Employees with critical functions who have symptoms consistent with COVID-19 such as fever (subjective or measured), cough, or shortness of breath should not come to work. If symptoms develop at work, the employee should leave work. The employee should notify their supervisor. The employee should remain home for seven days after the start of symptoms or 72 hours after cessation of fever without fever-reducing medication, whichever is longer.

- If these symptoms develop, employees should contact their health care provider. **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:
 - **Faculty and Staff:** Call your health care provider or UI Hospitals & Clinics (319-384-9010) to inform them of your symptoms. You may also [schedule a video visit through MyChart](#).
 - **Students:** Call or email the Student Health Nurseline (319-335-7204, student-health@uiowa.edu) or your local health care provider. You may also [schedule a video visit through MyChart](#).
- **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.

Services and information

- Dealing with this evolving situation can cause stress and anxiety. Please remember that the [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 \(CDC\)](#), the [National Institutes of Health \(NIH\)](#), the [World Health Organization \(WHO\)](#), and more locally the [UI's coronavirus website](#), 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 website.