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

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

If you are still reporting to work on campus and do not feel well or are experiencing symptoms consistent with COVID-19, please stay home and report your illness to your supervisor and/or local HR leader. If you test positive or are presumed positive for COVID-19, your supervisor or senior HR leader will follow the COVID-19 self-reporting protocol to request a cleaning (if appropriate) and ensure appropriate notification to fellow employees.

Employees who develop symptoms should contact their healthcare provider and self-isolate for a minimum of 10 days after the start of symptoms or 72 hours after cessation of fever without fever-reducing medication (whichever is longer) provided that other symptoms have also improved.

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,