



University of Iowa

Steps for Employee Self-Reporting COVID-19 Diagnosis to the University (Outside of UI Health Care)

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 accommodates social distancing and reduces the threat of spread for everyone, including colleagues who are remaining on campus to perform essential services. As more employees return to campus, it is imperative that we all do our part to reduce the risk of exposure on campus. Employees outside of UI Health Care should follow these guidelines if they experience symptoms of COVID-19, have tested positive, or have been exposed to COVID-19 as described below.

Employees who have tested positive or are presumed positive for COVID-19 by a healthcare provider

- Employee is strongly requested to complete the university's self-report form at <https://apps.its.uiowa.edu/forms/self-report>.
- Employee should also:
 - Communicate with their supervisor and/or local HR representative to report sick leave,
 - Self-isolate until they meet [CDC criteria to discontinue self-isolation](#), and
 - Respond to questions from the local public health department regarding contact tracing
- If the employee has been working remotely and has NOT reported to work on campus for more than 10 days STOP HERE. **No further action is necessary.**

If the positive/presumed positive employee has been reporting to work on campus:

- In addition to the actions listed above, the 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 if possible (such as closing an office door), and staff will be instructed via appropriate signage not to enter or use the space until it has been cleaned.

- The supervisor and/or Senior HR Leader will contact FM@YourService (formerly known as the Work Control Center) to request cleaning of the space: 319-335-5071 or www.facilities.uiowa.edu/services/fmyourservice.
- Co-workers who had [close contact with the positive/presumed positive employee as defined by the CDC](#), who provide critical services that must be performed on campus (as determined by unit leadership), may continue to report to work as scheduled unless they begin to experience symptoms. See [CDC guidance](#) for critical infrastructure workers with COVID-19 exposure.

All employees who have symptoms consistent with COVID-19:

- Employees who have [symptoms](#) consistent with COVID-19 should not come to work. If symptoms develop at work, the employee should leave work.
- The employee should notify their supervisor of their absence and should notify their human resources representative that they are experiencing symptoms consistent with COVID-19.
- The employee should self-isolate until they meet [CDC criteria to discontinue self-isolation](#). (As of preparation: At least 10 days since symptoms first appeared **and** at least 24 hours with no fever without fever-reducing medication **and** symptoms have improved.)
- Employees experiencing these symptoms 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](#).

Employees may be notified by a local public health department that they have been identified as a close contact of someone who has tested positive for COVID-19, based on contact tracing protocols.

- An employee in this situation should:
 - follow the guidance of the local public health department related to seeking medical evaluation and possible quarantine, and
 - complete the university's self-reporting form at [link], and
 - notify their supervisor and human resources representative if they are quarantining, and
 - if quarantining, work remotely if possible.

Employees who have been exposed to COVID-19 but are not experiencing symptoms:

Employees who believe they have been exposed to COVID-19 but have not been notified by a public health department should consider the circumstances of the potential exposure. Quarantine is appropriate when an employee had [close contact with someone who has COVID-19](#) as defined by the CDC. On university campuses, this includes spending 15 minutes or more 6 ft or closer to someone who tested positive.

- An employee in this situation should:
 - Not report to work on campus, and
 - Inform their supervisor of their absence and inform their human resources representative of the close contact, and
 - Complete the university's self-report form at [link], and
 - Quarantine until they meet [CDC guidelines to end quarantine](#), and
 - Self-monitor for [symptoms](#), and
 - Work remotely, if possible.
- Employees who provide critical services that must be performed on campus (as determined by unit leadership), who had [close contact with someone who has COVID-19 as defined by the CDC](#), may continue to report to work as scheduled unless they begin to experience symptoms. See [CDC guidance](#) for critical infrastructure workers with COVID-19 exposure.

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 whenever possible, whether or not you are experiencing symptoms.

Services and information

- Coping 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.

Updated Aug. 17, 2020.