Response to alleged COVID-19 cases: Guide for Department Leads, Supervisors, Chairs, and more

- **Do NOT share PHI** (private health information).
- Employee has no obligation to report except to healthcare provider.
- Medical notes will not be routinely provided.

#### Is it a lab-confirmed case?

- **Yes**
  - Public Health will already have been notified by the testing lab.
  - Notify UHS Occupational Health at (510) 332-7192. Public Health always contacts UHS within hours so we are likely already aware.
  - Public Health will notify close contacts of the case and guide next steps in coordination with UHS
    1. Contact EH&S to schedule extra cleaning
    2. Follow best hygiene practices below and encourage students/employees to do the same.

- **No but testing was performed**
  - 1. Student/employee has the right to share their information if they wish, but no obligation. We generally recommend against disclosure to groups, as it causes anxiety and no additional measures are recommended.
  - **Department/supervisor should NOT share it; it is disclosing PHI.**
    3. You will not be informed of the results, however see “Yes” category.

- **No and they were NOT tested**
  - 1. Student/employee has the right to share their information if they wish, but no obligation. We generally recommend against disclosure to groups, as it causes anxiety and no additional measures are recommended.
  - **Department/supervisor should NOT share it; it is disclosing PHI.**
    2. No action required but please see below for best hygiene practices.

- **Not a Direct Contact** (friend of a friend)
  - 1. Student/employee has the right to share their information if they wish, but no obligation. We generally recommend against disclosure to groups, as it causes anxiety and no additional measures are recommended.
  - **Department/supervisor should NOT share it; it is disclosing PHI.**

#### Test Returns

- **Test Returns Positive**
  - The student/employee will likely remain at home for 24 hours after symptoms resolve.

- **Test Returns Negative**

#### Hygiene Best Practices

All students and employees should:

- Monitor for symptoms, stay home if sick and call your health care provider
- Hand wash regularly and practice physical distancing, only go out for essential needs
- It is recommended that everyone should cover their noses and mouths with cloth when leaving home
- Protect vulnerable populations (send home those caring for elderly, chronically ill) or those who consider themselves in the vulnerable population

Stay informed with COVID-19: uhs.berkeley.edu/coronavirus news.berkeley.edu/coronavirus