

STAFF IF THEY LEARN A FELLOW STAFF MEMBER IS SICK

STEP 1.



Send the employee home and provide instructions for seeking advice from the Emory Healthcare COVID-19 Information and Nurses Line at 404.712.6843.



STEP 2.



Communicate directly with all others in the unit/lab/department that a person tested positive using the [COVID-19 positive template letter](#). Do not disclose names or other identifiers. The template letters should be sent PRIOR to completing the next step.



STEP 3.



Call the Emory Environmental Health and Safety office at 404.727.2888 to request disinfection of a work site or lab.



Is the unit/lab/department located in a multi-use, shared building?

Yes



No



STEP 4.



Notify other unit/lab/department leaders within the same facility.



STEP 5.



Notify school/business unit leadership, school/unit HR office, and [risk mitigation team](#) of the occurrence.*

*If unit leaders feel it is necessary to communicate with others prior to a test result, they can do so using the [illness template letter](#).

*Health information is protected; do not disclose names or other identifiers.