

FOR SUPERVISORS

If an employee reports COVID-19 symptoms while on campus



STEP 1.



Send the employee home and provide instructions for employee to contact the Emory Healthcare Nurses Line at 404.712.6843.



STEP 2.



Call Environmental Health and Safety Office at 404.727.2888 for cleaning the area used by the sick person.



STEP 3.



Use the [illness template letter](#) to notify co-workers in the unit/lab/department. Do not disclose names or other identifiers.



STEP 4.



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

If an employee who has been working on campus reports a positive COVID-19 test



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



Use the [COVID-19 template letter](#) to communicate the positive COVID-19 test with other employees. Do not disclose names or other identifiers.



Schedule a space cleaning with the Environmental Health and Safety Office at 404.727.2888.



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



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



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

If an employee reports that a member of his/her household has tested positive for COVID



Advise the individual to report the situation to Occupational Injury Management 404.686.8587 to seek guidance and need for return-to-work clearance.

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