Guidelines for Units/Divisions/Departments when an employee/student is diagnosed with COVID-19

1. Confirm that the individual received a diagnosis. The person may or may not have actually received a test. Many of our employees may not be able to be tested because they are not high-risk, so they will be diagnosed as “Presumptive COVID-19.”

2. Ask the individual to complete this form: https://ucdenverdata.formstack.com/forms/covid_form_copy

3. If the confirmed individual is an employee, someone from HR will reach out to the employee and the unit head to discuss next steps. This may include a limited communication from the Unit/Division/Department head to those individuals who may have been exposed recently. If someone has not been on campus for a period of time, the need to send an immediate communication may not exist. The following are examples of the kind of questions that we will ask your employee.
   a. When were last on campus?
   b. Where were you on campus?
   c. What buildings/rooms do you normally visit?
   d. Who do you typically meet with?
   e. Who have you notified?
   f. Is there anyone you would like us to notify?
   g. How can we support you?

4. If the confirmed individual is a student, the case managers from the respective campuses will reach out to the student and the Unit/Division/Department head to discuss next steps.

5. If the individual was on campus recently, you may contact Jay Campbell in facilities to request additional cleaning.