

# UWM COMMUNICATION PLAN FOR EMPLOYEE COVID-19 CASES

**Employee receives positive COVID-19 test** or is diagnosed by a health care provider based on symptoms.

**Employee notifies supervisor of COVID-19 diagnosis** and reports recent on-site locations and any UWM close contacts. Employee must isolate at home and cannot return to work without supervisor approval.

**Supervisor notifies University Safety & Assurances** of the positive employee case, campus locations and UWM close contacts through submission of Case Management Form [uwm.edu/employeecovid19report](https://uwm.edu/employeecovid19report).

**University Safety & Assurances requests cleaning from the appropriate unit** (Environmental Services, UWM Student Union or University Housing).

**University Safety & Assurances notifies Human Resources**, which directs UWM employees identified as close contacts to quarantine.

**University Safety & Assurances notifies the Dean of Students Office** of any UWM students who have been identified as close contacts. DOS directs students to quarantine.

## DEFINITIONS:

**Close contact** within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset until the time the patient is isolated.

**Isolate:** Stay home in a separate room from other household members and use a separate bathroom, if possible. Do not share personal household items, like cups, towels and utensils and avoid contact with other members of the household and pets. Learn more at [cdc.gov/coronavirus](https://cdc.gov/coronavirus).

**Quarantine:** Stay home for 14 days from the last contact, watch for COVID-19 symptoms and follow CDC guidance.