

**Staff/Faculty Member Tests Positive for COVID-19**

Staff/faculty member immediately informs supervisor

Supervisor collects staff/faculty member's current telephone and calls and emails Human Resources (HR) at 541-552-8119 and lardizaba@sou.edu

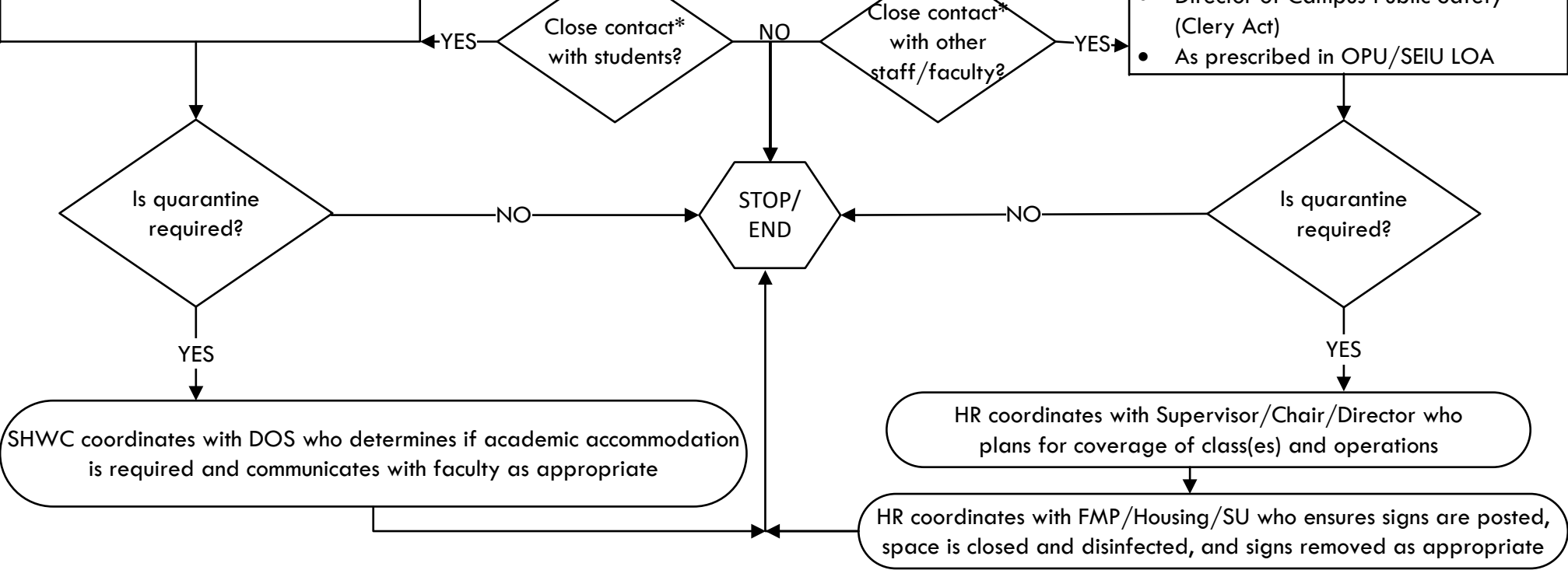
HR contacts staff/faculty member to confirm positive test and collects information, while consulting with Student Health and Wellness Center (SHWC). **If 100% remote, HR informs Incident Commander and process STOPS/ENDS**

HR consults with Student Health & Wellness Center. SHWC contacts each student the positive person was in close contact\* with and determines if quarantine is required.

- SHWC does the following:
- Provides resources and informs Dean of Students (DOS)
  - Notifies other university programs as appropriate (Housing, Athletics, etc.)
  - Notifies Jackson County Public Health
  - Monitors student

HR reaches out to each staff/faculty the positive person was in close contact\* with and determines if quarantine is required.

- HR notifies:
- Supervisor/Chair/Director to discuss academic and business continuity
  - Facilities Management & Planning (FMP) or Housing or Student Union (cleaning)
  - Academic Affairs - Provost Office (for faculty)
  - Incident Command (communication)
  - Environmental Health & Safety (OSHA)
  - Government Relations (publicity)
  - Director of Campus Public Safety (Clery Act)
  - As prescribed in OPU/SEIU LOA



\*Close Contact – Symptomatic: close contacts within 48 hours prior to symptom onset. Asymptomatic: close contacts within 48 hours prior to testing