Faculty Response for Student Report / Contact Tracing of COVID-19
Version 1.0 - Last Updated September 1, 2020

Note: The University of Utah has a trained contact tracing team operating between 8am and 9pm M-F and will return calls within 24-48 hours depending on case load. The Self-Reporting Form should be used 24/7 to report known exposures, close contacts, and possible exposures as well as COVID-19 test result submissions.

Student reports personal health status or concern to faculty member

Student reports they are positive for COVID-19 (i.e. have received test results)

Faculty had recent in-person interaction with student

Faculty may be considered a close contact

DO Take personal action

Advise student

Faculty member should also go home, quarantine, fill out the Self-Reporting Form for themselves, inform supervisor and wait for U's Contact Tracing team to begin investigation

Faculty had no recent in-person interaction with student

Advise student and CT team

Faculty member should also fill out Self-Reporting Form on behalf of student. Duplicate submissions will be handled by CT team

CT team will contact faculty member to investigate: general information about class size, modality, frequency, interactions amongst in-person attendees.

Case follow-up by CT team including briefing incident management team until case closed

Faculty member should inform supervisor of positive case or exposure, but no personal health information of individuals involved should be shared. See "Classroom Closure and Cleaning Procedures" for more detail regarding adjustments to class modality.

Student reports known exposure or close contact* with another person who tested positive for COVID-19 (e.g. partner / roommate is positive)

Student reports that they may have had exposure (e.g. partner's work colleague tested positive) or have no known exposure

ADVISE STUDENT TO:
- Go home / stay home and isolate
- Contact medical provider or call the University's Health and Testing Questions Hotline at 801-587-0712
- Fill out the Self-Reporting Form
- Wait for the U's Contact Tracing team to contact them (24-48 hours)

Self-Reporting Form
https://coronavirus.utah.edu/reporting

Health and Testing Questions Hotline
801-587-0712

General Campus Questions Hotline
801-213-2874

Classroom Closure and Cleaning Procedures: In most cases, cleaning crews are notified via the CT team to enact cleaning protocols. CT will notify Academic Affairs leadership if a classroom needs to be closed. If the sick individual or positive case has been in the classroom we recommend the following steps: students should be dismissed, the classroom should be closed, the class should be moved online, and the faculty member should notify the incident management team by calling the General Campus Questions Hotline at 801-213-2874. Report the classroom location and meeting details. If a live operator does not take the call right away, a detailed message should be left. Incident management staff will coordinate with cleaning and contact tracing teams and follow-up with Academic Affairs leadership to communicate more broadly to affected students, faculty and staff. Once the investigation is complete, the CT team will make recommendations for any further adjustments to class modality.