PROTOCOL FOR POSITIVE COVID-19 TEST REPORTING AND NOTIFICATION

FOR EMPLOYEES

1 TEST

Employees tested on campus by University Health Services (UHS)

2 RECORD RESULTS

Employees tested in Dane County
Test sites send positive results to UHS.

Employees tested outside of Dane County
Employees expected to report positive tests to UHS at: covidresults@wisc.edu, 608-890-0000, or at go.wisc.edu/CovidReport

3 NOTIFY

University Health Services records all positive tests

UHS notifies Environment, Health and Safety (EHS)

EHS will guide cleaning of facilities if necessary.

UHS notifies Divisional Disability Representatives (DDR)

DDRs will notify supervisors and deans/directors, sharing only information necessary to support contact tracing efforts and workplace safety.

DDRs will contact employees who test positive to provide guidance and resources, including leave options.

UHS begins contact tracing
UHS and local public health departments will notify individuals who have had close-contact exposure to quarantine or isolate.

ALL EMPLOYEES WHO TEST POSITIVE:
Isolate yourself from others: go.wisc.edu/isolate
Notify supervisors of absence.