PROTOCOL FOR POSITIVE COVID-19 TEST REPORTING AND NOTIFICATION FOR EMPLOYEES

### Employees tested on campus
- UHS notifies Environment, Health and Safety (EHS)
- EHS will guide cleaning of facilities if necessary.

### Employees tested off campus
- 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.

### University Health Services
- UHS records all positive tests
- UHS notifies Environment, Health and Safety (EHS)

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

### For Employees
- **Isolate yourself from others:** [go.wisc.edu/isolate]
- **Notify supervisors of absence.**

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

**Employees expected to report positive tests to UHS at:**
- [covidresults@wisc.edu](mailto:covidresults@wisc.edu)
- 608-890-0000
- or at [gowisc.edu/CovidReport](http://gowisc.edu/CovidReport)