

WHAT TO DO WHEN A COVID-19 CASE OCCURS

CALL EXT 49918 (949.824.9918)

DEFINITIONS

- **Confirmed Case** : Lab confirmed COVID-19 positive test result.
- **Suspected Case**: Experiencing symptoms or pending test results.
- **Exposure Case**: Direct (physical) or close contact (≥ 15 minutes and within 6 feet cumulatively over a 24-hour period, regardless of masking).

1 REPORT THE CASE

- a. **Students, staff, and faculty/academics can contact the UCI Coronavirus Response Center (CRC)** at 949-824-9918 or covid19@uci.edu for instructions on how to report a confirmed, suspected or exposure case. Hours of operation are M-F from 7am to 7pm and weekends from 8am to 1pm. After-hours instructions are provided to callers.
- b. **Students/Student Workers** should contact UCI's Student Health Center (SHC) at 949-824-5304 or **Student Health Patient Screening** to report a case.
- c. **Staff and faculty/academics** should use the **COVID-19 Case Reporting Website** to report a case. For guidance, you may contact the Center for Occupational & Environmental Health (COEH) at 949-824-8685 or coeh-clinic@hs.uci.edu. Hours of operation are M-F from 7am to 7pm and weekends from 8am to 1pm.

2 IF YOU ARE THE CONFIRMED, SUSPECTED OR EXPOSURE CASE

- a. **Do not go to work, class or anywhere else on campus. If you are a student on-site, stay in your living unit.**
- b. Immediately inform your supervisor, department chair or most accessible university official (e.g., Resident Advisor, PI).
- c. Seek medical advice through your primary care provider, COEH or SHC.
- d. Take the Call. If you are a confirmed case, or an exposure case, UCI COVID-19 Contact Tracing Program will be calling you to interview you and provide guidance on isolation or quarantine. When you see 949-824-2300 on your caller ID, take the call.

3 IF YOU ARE A SUPERVISOR, DEPARTMENT CHAIR OR OTHER UNIVERSITY OFFICIAL INFORMED OF A CONFIRMED, SUSPECTED OR EXPOSURE CASE

- a. For student cases, advise the student to contact SHC directly or, with student's permission, contact SHC on the student's behalf. For staff and faculty and other academic appointee cases, contact COEH for guidance.
- b. In office, research or classroom space, if it is after hours/the weekend, or if you cannot reach anyone, you must close the space and/or send people in the space home -- and then contact either SHC or COEH as applicable as soon as possible for guidance.
- c. The COVID-19 Contact Tracing Program will identify and contact individuals who need to isolate and quarantine. Supervisors are not responsible for making this decision.
- d. Contact EH&S at 949-824-6200 or safety@uci.edu for a decontamination strategy.
- e. Contact your departmental/unit HR or a responsible university official to inform them of current circumstances, including any contact with SHC or COEH. **Do not share the individual's name with anyone other than departmental HR, central HR, SHC or COEH. The individual's illness is individually identifiable health information.**