

Subject: COVID-19 Reporting

Aug. 31, 2020

To University Employees:

During the past week our University has recorded a half dozen students report positive COVID-19 tests to the Student Health Center. As a result, the SHC has received questions regarding the reporting procedures for students or employees that present with COVID-19-like symptoms.

While this information is housed within the [University's Fall Reopening Plan](#), the University thought it would be a good idea to provide the information directly to you.

As a proactive measure to keep our campus community as healthy as possible, we are asking that faculty and staff who become aware of any positive COVID-19 cases contact the appropriate University official. This will allow those persons to quickly institute contact tracing in collaboration with the Butler County Office of the Pennsylvania Department of Health.

Student cases: If you become aware of a student who states they have tested positive for COVID-19, please contact Student Health Services at 724.738.2052 as soon as possible. If a student discloses to you that they are experiencing symptoms associated with COVID-19, please encourage them to contact SHS immediately for medical advice and access to testing.

Employee cases: If symptomatic or ill, employees should stay home and contact their supervisor and Human Resources at 724.738.2070 to report a possible case of infection in his/her/their work area. In the event employees being to feel ill while on the job, notify your supervisor immediately, leave campus and contact your primary care physician. All information provided to HR will be handled confidentially, ensuring only those with a need to know are informed. HR will follow-up with the executive director of environmental health and safety to enable the initiation of contact tracing and appropriate cleaning of affected areas. All individuals with potential COVID-19 infection must assist in contact tracing and faithfully report all people who might have been exposed to the disease.

Additionally, any individual should self-report in response to any one of the following situations:

Diagnosis

- You have tested positive for COVID-19.

Quarantine/Isolation

- You have been advised by a health care provider to self-quarantine.
- You have self-isolated as a preventative care measure because of COVID-19 related symptoms as described by the CDC (i.e., fever, cough, difficulty breathing, etc.).

Care for Others

- You are caring for an individual who is exhibiting symptoms as described by the CDC (i.e., fever, cough, difficulty breathing, etc.).
- You must care for an at-risk family member who is following a requirement or recommendation to quarantine due to exposure to, or symptoms of, COVID-19 exposure.
- You know or have reason to believe another student/employee has COVID-19.
- You have come into contact with someone who has tested positive for COVID-19.
- You believe you have been exposed to COVID-19.
- You have visited an area of high prevalence, domestic or international, in the previous 14 days.
- You are experiencing symptoms and are actively seeking a medical diagnosis.

High-Risk Populations

Students identified as high-risk for COVID-19, with concerns about their return to campus, should contact SRU's [Office of Disability Services](#) for alternate measures by calling 724.738.4877.

Employees at higher risk for COVID-19 with concerns about their return to campus are encouraged to contact Human Resources at 724.738.2070 or sru-humanresources@sru.edu. SRU will be compliant with relevant Americans with Disabilities Act and Age Discrimination in Employment Act regulations regarding these requests.

Thank you,

Paul Novak
Executive Director of Planning and Environmental Health and Safety