

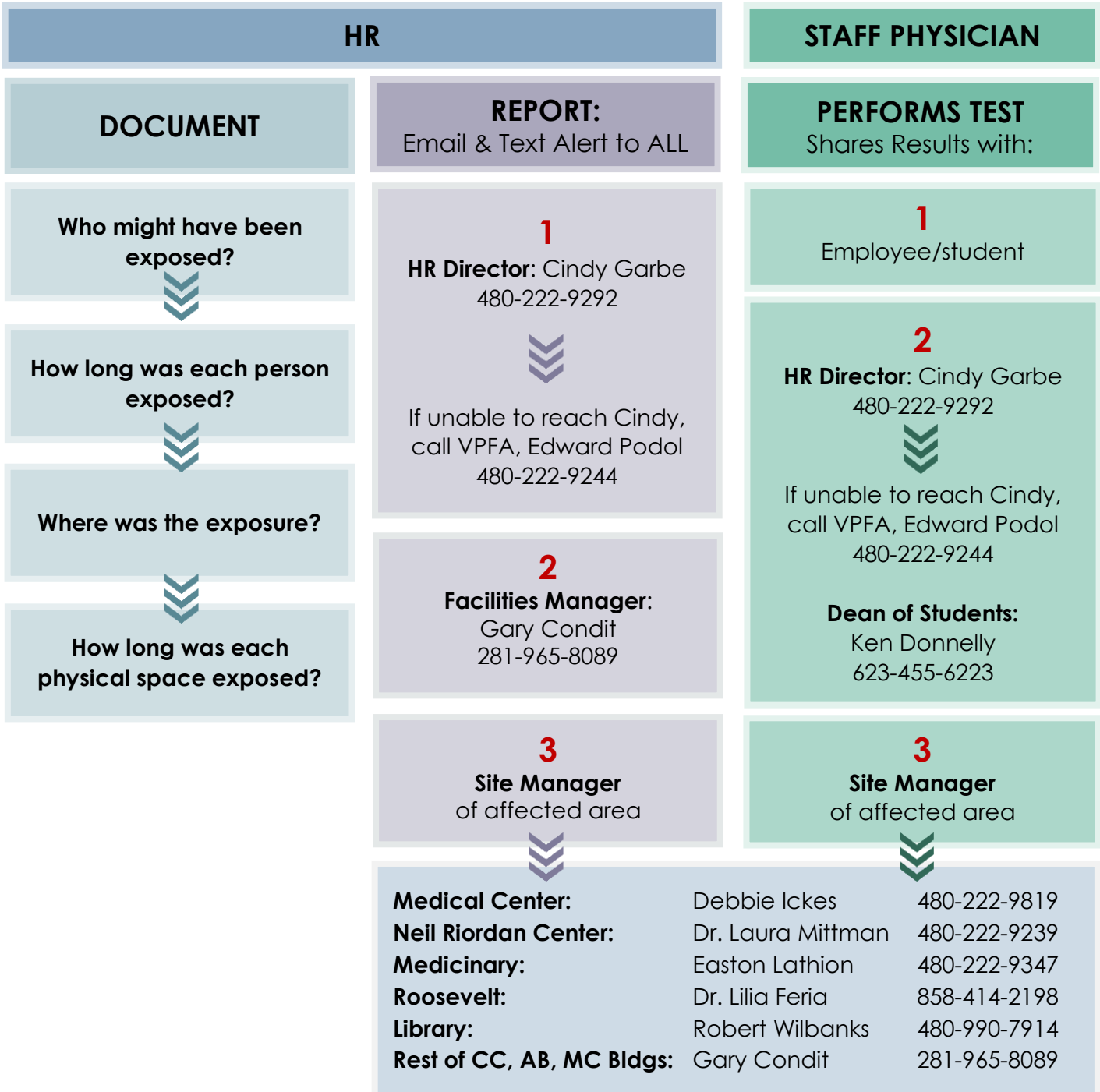
# IF YOU ARE SICK OR BELIEVE YOU HAVE BEEN EXPOSED...

Call HR Director, Cindy Garbe: 480-222-9292

If unable to reach Cindy, call VPFA, Edward Podol: 480-222-9244

**CDC defines Close Contact as:** Someone who was within **6 feet** of an infected person for a cumulative total of **15 minutes** or more over a **24-hour period** starting from 2 days before illness, or COVID test, until the time the patient is isolated.

## »»» FOLLOW THESE STEPS IN ORDER:



# POSITIVE COVID TEST RESULT

## CONTACT TRACING:

### HR

**1**  
Send "close contact" employees home for 48 hours & require return for COVID test



**2**  
Text Staff Physicians who will schedule test in 48 hours



**3**  
Fills in Teams spreadsheet

### DEAN OF STUDENTS

**1**  
Send "close contact" students home for 48 hours & require return for COVID test



**2**  
Text Staff Physicians who will schedule test in 48 hours



**3**  
Fills in Teams spreadsheet

### SITE MANAGERS

**1**  
Close room(s)



**2**  
Execute "Plan B" relocation



**3**  
Contact Facilities



**4**  
Contact clinician to determine possible patient exposures – contact patients



**5**  
Notify supervisor

# NEGATIVE COVID TEST RESULT

### HR

**1**  
Communicate with Dean of Students

### DEAN OF STUDENTS

**1**  
Communicate with HR

### SITE MANAGERS

**1**  
Contact Facilities