**NEW FAQ SECTION: GUIDANCE FOR SUPERVISORS AND MANAGERS**

1. **What should I do if a faculty or staff member (regardless of work location) is symptomatic, or they have contracted or been exposed to COVID-19?**

* Ask the employee to immediately begin (or continue) working remotely if they are able to do so. If unable to due to symptoms or the nature of their work, they are placed on paid leave.
* Direct the employee to call Employee Health for assessment, instructions and to confirm diagnosis.
* Employee Health will refer the employee for testing and/or instructions to self-isolate.
* Consider the employee’s work-related activities in UVA buildings in the previous two weeks. In the event that the individual is confirmed positive for COVID-19, this information will be critical in limiting the spread and providing notification to those potentially exposed.

Please consult the [Responding to Suspected COVID-19 Cases for Faulty and Staff](https://hr.virginia.edu/covid-19/return-grounds/covid-testing-procedure-responsibilities) page for the most up to date information.

1. **What should I advise a faculty or staff member to do while they are waiting for test results?**

* If the employee is able to work remotely, he/she should continue to do so pending the test result.
* If the employee is unable to work remotely due to symptoms or the nature of their work, the employee should be placed in a paid leave category (PHEL - Public Health Emergency Leave) pending the outcome of the test.

1. **Will I receive a notification if a faculty or staff member has been referred for testing?**

Yes. Once Employee Health performs an assessment, which may include referring an employee for testing, a notification below will be sent from Employee Health to the employee and their supervisor.

1. **Will I be notified if a faculty or staff member receives a negative test result?**

Yes. If test results are negative the employee is cleared to physically return to work if they work on Grounds. Their manager and the employee will be notified by Employee Health.

1. **Will I be notified if a faculty or staff member receives a positive test result?**

Yes. Employee Health will send a secure email notifying the following parties of a positive case which includes identifying information (name of the employee):

1. Employee (UVA email address)
2. Supervisor (UVA email address)
3. Human Resources
4. Emergency Management

The notification from Employee Health will include instructions and a notification template to use for notifying the affected employee's coworkers of the positive case **without disclosing the name of the employee.**

Since COVID testing information is sensitive and personal, it's important that this information is transmitted securely. As such, we are using secure email encryption. The message will come from ZIX secure email and may look like spam. Be alert for these kinds of messages. For an example of the message, please consult the [Responding to Suspected COVID-19 Cases for Faulty and Staff](https://hr.virginia.edu/covid-19/return-grounds/covid-testing-procedure-responsibilities) page for the most up to date information.

1. **What am I expected to do after being notified that a faculty or staff member has tested positive?**
2. Please keep in mind that this is a stressful time for not only the affected employee but for their coworkers as well. Please show compassion and support, and feel free to direct team members to FEAP as appropriate.
3. Co-worker notification is required by law not only to provide information to individuals in the workplace of a positive case, but also to provide transparency and to allow for appropriate action that may be required. You will be provided a **co-worker notification email** to inform those who may have come into contact with the employee who tested positive. Guidance on who constitutes a co-worker can be found on the [Responding to Suspected COVID-19 Cases for Faulty and Staff](https://hr.virginia.edu/covid-19/return-grounds/covid-testing-procedure-responsibilities) page.
4. Please reach out to the employee (by phone if possible) who tested positive and inform them of next steps in the process which will be:
   * Placed on paid leave - PHEL (Public Health Emergency Leave) and refrain from working.
   * Stay home until cleared by Employee Health to return to work
   * Informed that UVA is legally required to send a notice to co-workers of a positive case; the employee name will not be shared to anyone other than those needing to know to facilitate protection of the community.
5. **Who should receive the “co-worker” notification email?**

Co-worker notification is required by law not only to provide information to individuals in the workplace of a positive case, but also to provide transparency and to allow for appropriate action that may be required.

As a manager or supervisor, you are likely in the best position to have a sense of who was and was not in close physical contact with an employee who tests positive. If you are unsure of the status of whether an employee(s) should be included in the notification, we recommend erring on the side of caution and including the employee(s) in the distribution of the message.   While individuals who are working remotely ***all the time*** likely do not need to know of a confirmed positive case since they are not likely to have been exposed, being broad and inclusive in the notification mitigates the risk of missing anyone who should have been told.

**The most important measure to evaluate is:  Was the positive case an employee who was physically on Grounds? If so, what is a reasonable assessment of who was also on Grounds that should be aware?**

Within Arts & Sciences, we will provide a list of email addresses by **Wednesday, September 9** that can be used to send the co-worker notification to those assigned to specific buildings. These distribution lists will enable you to send a broad notification and facilitate transparency. Sending notifications are likely cause employee concerns about whether they were exposed to the positive co-worker**.**We recommend using your discretion and consider this guidance when sending the co-worker notification and using the building email distribution lists.

1. **If co-workers are concerned about exposure, what should I advise them to do?**

Please exercise discretion to allow employee(s) to work remotely, if possible, to help alleviate employee concerns. In addition, please reference [What to do if Someone Around Me Tests Positive for COVID-19](https://returntogrounds.virginia.edu/sites/coronavirus/files/UVACOVID_FacEmplContact.pdf) handout.

1. **Is the “co-worker notification” like contact tracing?**

“Co-worker notification” is not the same as contact tracing. The Virginia Department of Public Health is responsible for contact tracing, which involves connecting with individuals who may have come in close contact with a confirmed positive case. Co-worker notification operates very differently. Managers and supervisors should not contact individuals to determine whether they came in contact with someone with a positive diagnose.  And in all cases, managers must maintain the confidentiality of the identity of the infected individual.

1. **Should I send a co-worker notification to everyone in the department?**

As a manager or supervisor, you are likely in the best position to have a sense of who was and was not in close physical contact with an employee who tests positive. If you are unsure of the status of whether an employee(s) should be included in the notification, we recommend erring on the side of caution and including the employee(s) in the distribution of the message.   While individuals who are working remotely ***all the time*** likely do not need to know of a confirmed positive case since they are not likely to have been exposed, being broad and inclusive in the notification mitigates the risk of missing anyone who should have been told.

1. **I don’t know how has been in contact with the person who tested positive. Should I gather that information from the faculty or staff member?**

Managers and supervisors should not contact individuals to determine whether they came in contact with someone with a positive diagnose.  And in all cases, managers must maintain the confidentiality of the identity of the infected individual. **“Co-worker notification” is not the same as contact tracing.**The Virginia Department of Public Health is responsible for contact tracing, which involves connecting with individuals who may have come in close contact with a confirmed positive case. Co-worker notification operates very differently.

1. **I was told by faculty or staff member that they received a positive result, but I have not heard from Employee Health. Should I send a co-worker notification?**

To avoid the risk of sharing inaccurate information, we recommend waiting for the official secure email notification from Employee Health before sending a co-worker notification. If you have not received the secure email notification, please check your spam folder or contact Employee Health.

1. **I would like to let people in the building that they may have come in contact with someone that has tested positive. How do I get a list of the people in this building?**

Within Arts & Sciences, we will provide a list of email addresses by **Wednesday, September 9** that can be used to send the co-worker notification to those assigned to specific buildings. These distribution lists will enable you to send a broad notification and facilitate transparency. Sending notifications are likely cause employee concerns about whether they were exposed to the positive co-worker**.**We recommend using your discretion and consider this guidance when sending the co-worker notification and using the building email distribution lists.

1. **I have a pretty good idea who the person who tested positive works with and is in contact with the most. Can I send the co-worker notification to them only?**

As a manager or supervisor, you are likely in the best position to have a sense of who was and was not in close physical contact with an employee who tests positive. While we recommend erring on the side of caution and including the employee(s) in the distribution of the message, if you have a clearer sense of those who need to receive a notification, you are welcome to send the co-worker notification to a more localized group of individuals.

1. **The person who tested positive works remotely and has not been on Grounds. Do I need to send a co-worker notification?**

No. If the faculty or staff member has been working remotely and not been on Grounds, a co-worker notification is not necessary.

1. **I don’t know much about the leave options. Who can I contact for help?**

UVA HR is ready to support managers and employees through this process, please reach out to askhr@virginia.edu for assistance. The HR Benefits, Leave and Payroll (BLP) team will reach out directly to the supervisor and employee to coordinate the appropriate leave options consistent with established standard operating procedures.

1. **After a faculty or staff member receives a positive result, who should I contact to ensure their office is properly cleaned?**

Emergency Management will coordinate appropriate facility cleaning with Facilities Management upon receipt of the notification. Additional follow up may be required with you to confirm the employee’s physical work location(s) and areas that require cleaning.

1. **When can an employee who tested positive return to work?**

Prior to returning to physically returning to work, the employee is required to obtain clearance from Employee Health. Upon receiving clearance, Employee Health will send the following notice to the employee and supervisor.

1. **When does contact tracing begin?**

The Health Department will begin contact tracing within the next 24-48 hours and will contact you directly if they feel that you might have been exposed.

1. **Will I receive notification of positive cases for graduate student instructors?**

Yes. Graduate student instructor case management will follow the same process as outlined on the [Responding to Suspected COVID-19 Cases for Faulty and Staff](https://hr.virginia.edu/covid-19/return-grounds/covid-testing-procedure-responsibilities) page.

**TESTING & SCREENING**

1. **What should I do while I am waiting for my test results?**

* If you are able to work remotely, you should continue to do so pending the test result.
* If the you are unable to work remotely due to symptoms or the nature of your work, you should look into a paid leave category (PHEL - Public Health Emergency Leave) pending the outcome of the test.

1. **Will I be notified if I receive a negative test result?**

Yes. If test results are negative you will be cleared to physically return to work (if you work on Grounds). You and your manager will be notified by Employee Health.

1. **Will I be notified if I receive a positive test result?**

Yes. Employee Health will send a secure email notifying the following parties of a positive case which includes identifying information (name of the employee):

1. Employee (UVA email address)
2. Supervisor (UVA email address)
3. Human Resources
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The notification from Employee Health will include instructions and a notification template to use for notifying the affected employee's coworkers of the positive case **without disclosing the name of the employee.** Since COVID testing information is sensitive and personal, it's important that this information is transmitted securely. As such, we are using secure email encryption. The message will appear different from a traditional email. Be alert for these kinds of messages as they may look like spam. For an example of the message, please consult the [Responding to Suspected COVID-19 Cases for Faulty and Staff](https://hr.virginia.edu/covid-19/return-grounds/covid-testing-procedure-responsibilities) page for the most up to date information.

1. **I have received a positive test result. Can I send an email to my colleagues?**

While you are free to share your own test results, your manager or supervisor will be informed not to include your name in any communication.

1. **I don’t know much about the leave options. Who can I contact for help?**

UVA HR is ready to support managers and employees through this process, please reach out to askhr@virginia.edu for assistance. The HR Benefits, Leave and Payroll (BLP) team will reach out directly to the supervisor and employee to coordinate the appropriate leave options consistent with established standard operating procedures.

1. **After my positive test result, when can I return to work?**

Prior to returning to physically returning to work, you are required to obtain clearance from Employee Health. Upon receiving clearance, Employee Health will send the following notice to you and your supervisor.

1. **When does contact tracing begin?**

The Health Department will begin contact tracing within the next 24-48 hours and will contact you directly if they feel that you might have been exposed.