

WHAT TO DO WHEN A COVID-19 CASE OCCURS

CALL EXT 49918

(949.824.9918)

WHAT IS THE CRITERIA FOR REPORTING?

- A pending symptomatic test result.
- A lab-confirmed symptomatic positive test result.
- Experiencing COVID-like symptoms.
- Close contact with a confirmed COVID-19 positive individual (≥ 15 minutes cumulatively over a 24-hour period & within 6 feet).

1 REPORT THE CASE

- Students/Student Workers** Visit the [Student Patient Portal](#) and complete the "COVID-19 Yes Responder Screening Request," or contact UCI's Student Health Center (SHC) at 949-824-3870 to report a case.
- Staff and Faculty/Academics** Visit the [COVID-19 Case Reporting Website](#) to report a case.
- Remote Workers** **Do not need to report a case.** Visit [COVID Reporting Resources Website](#) for guidance.
- Need Help?** Contact the UCI COVID Response Center (CRC) at covid19@uci.edu or call 949-824-9918 from M-F from 7:30am to 5:30pm. After-hours instructions are provided to callers.

2 IF YOU ARE A CONFIRMED OR SUSPECTED CASE, EXPERIENCING SYMPTOMS, OR A CLOSE CONTACT

- a. Review and respond to Daily Symptom Checker (If experiencing symptoms, respond YES).
- b. **Do not go to work, class or anywhere else on campus. If you are a student on-site, stay in your living unit.**
- c. Immediately inform your supervisor, department chair or most accessible university official (e.g., Resident Advisor, PI).
- d. Seek medical advice through your primary care provider, COEH or SHC.
- e. Take the Call. If you are a confirmed case, or a close-contact, UCI COVID-19 Contact Tracing Program (CT) 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. Contact EH&S at 949-824-6200 or safety@uci.edu for a decontamination strategy and post-decontamination occupancy approval.
- b. Unless directed by EH&S as part of their decontamination strategy, do not close the workspace or send other people home. UCI's Contact Tracing team will call the confirmed case and their close contacts and provide them with isolation/quarantine instructions if applicable.
- c. Contact your departmental/unit HR or a responsible university official to inform them of the current circumstances. **Do not share the COVID-19 Positive individual's name with anyone other than Human Resources, CTVNS, SHC, or COEH. The individual's illness is individually identifiable health information.**
- d. For case guidance involving a student/student worker, please contact the Student Health Center at 949-824-5304.
- e. For guidance involving Staff and Faculty/Academics, please 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.