

COVID-19 NOTIFICATION PROCESS CHECKLIST

Upon learning that a student, faculty or staff member has tested positive for COVID-19, they should take the following steps:

STUDENTS

Notify Student Health & Counseling Services. Please include contact information and Net ID.
shcs@csueastbay.edu

Student Health & Counseling Services will:

- Offer follow up with the student for medical and counseling services.
- Collect medical information from the student that clears return to school.
- Provide official notification to University Communications of the number of cases.

The student should:

- Care for their health.
- Self-isolate, per public health orders.

If the student has been on campus:

- Student Health & Counseling Service and Risk Management will determine if additional individuals need to be notified about exposure.

If the student lives on campus:

- Housing has a specific protocol for students who live on campus.

Cleaning and disinfecting:

- Risk Management hires an external cleaning service to disinfect campus areas where the student has been.

Notification of others who may have been in contact:

- Student Health & Counseling Service and Risk Management will determine if additional individuals need to be notified about exposure.

If the student has not been on campus:

- Advise Student Health & Counseling Services.
- Care for their health. Health care is available through Student Health & Counseling Services.
- Self-isolate, per public health orders.

The student can return to campus when:

- Confirm clearance with Student Health & Counseling Services.
- Students should provide a letter of clearance from a board certified physician.

FACULTY

Notify your dean or academic administrator in change.

Either faculty or dean notify Risk Management by submitting this form to Risk Management.

[Link](#)

Risk Management will:

- Contact the faculty for additional information
- Notify Human Resources when applicable
- AVP or designee in absence will provide official notification of number of cases University Communications

The faculty should:

- Care for their health.
- Self-isolate, per public health orders.
- Discuss leave options with Human Resources and/or Risk Management.

If the faculty had been on campus:

- Risk Management will determine if additional individuals need to be notified about exposure.

Cleaning and disinfecting:

- Risk Management hires an external cleaning service to disinfect campus areas where the faculty member has been.

Notification of others who may have been in contact:

- Risk Management will determine if additional individuals need to be notified about exposure.

If the faculty has not been on campus, they should:

- Advise Risk Management.
- Care for their health.
- Self-isolate, per public health orders.
- Follow medical advice and public health orders.

The faculty can return to campus when:

- Provide to Risk Management and/or Human Resources a letter of clearance from a board-certified physician.
- Confirm clearance with Risk Management and/or Human Resources.
- Medical documentation should be provided to Risk Management and Human Resources only.

STAFF

Notify your MPP supervisor.

Either staff or MPP supervisor notify Risk Management by submit this form to Risk Management.

[Link](#)

Risk Management will:

- Contact the employee for additional information
- Notify Human Resources when applicable
- AVP or designee in absence will provide official notification of number of cases to University Communications

The staff member should:

- Care for their health.
- Self-isolate, per public health orders.
- Discuss leave options with Human Resources and/or Risk Management.

If the staff member had been on campus:

- Risk Management will determine if additional individuals need to be notified about exposure.

Cleaning and disinfecting:

- Risk Management hires an external cleaning service to disinfect campus areas where the staff member has been.

Notification of others who may have been in contact:

- Risk Management will determine if additional individuals need to be notified about exposure.

If the staff member has not been on campus, they should:

- Advise Risk Management.
- Care for their health.
- Self-isolate, per public health orders.
- Follow medical advice and public health orders.

The staff member can return to campus when:

- Provide to Risk Management and/or Human Resources a letter of clearance from a board-certified physician.
- Confirm clearance with Risk Management and/or Human Resources.
- Medical documentation should be provided to Risk Management and Human Resources only.