

HOW TO REPORT POSITIVE COVID-19 TESTING RESULTS

AND REMINDERS TO KEEP THE CAMPUS COMMUNITY SAFE AND HEALTHY

Dear Campus Community,

In order to limit the spread of COVID-19 and enable Cal State East Bay to comply with various reporting requirements, it is vital that you notify the university if you test positive for COVID-19. This message is to remind all faculty, staff and students of the COVID-19 reporting process, as outlined in this [COVID-19 Reporting Process](#) checklist provided for easy reference.

As reflected in the chart:

- All cases involving students who have tested positive for COVID-19 should be immediately reported to Student Health and Counseling Services (SH&CS) at shcs@csueastbay.edu. In order to protect student privacy, please do not copy other campus community members or individuals on the message.
- All cases involving employees (faculty or staff) who have tested positive for COVID-19 should be immediately reported by either the employee or their MPP manager to Risk Management using the [COVID-19 Reporting Form](#) located on the campus' COVID-19 website. If you have any questions, please email covid19@csueastbay.edu. In order to protect employee privacy, please do not copy other campus community members or individuals on the message.

Consistent with federal, state and local public health guidance, SH&CS (in the case of a student) or Risk Management (in the case of an employee, regardless of type) will contact the affected individual and those campus community members who may have been exposed as a result of having had close contact with the individual. Please note that the definition for close contact has recently changed and as currently defined by the Centers for Disease Control and Prevention (CDC) is “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 onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.” See [CDC Guidelines](#) at Appendix A- Glossary of Key Terms – Definition of Close Contact for further information.

For privacy reasons, CSUEB does not disclose the names, affiliations, or medical conditions of students, faculty, or staff who test positive for COVID-19, except to the extent required by law and in conformance with federal, state, and local public health guidance.

In an effort to keep the campus community healthy, please remember to do your daily health assessment. Also, remember that wearing masks around others, practicing physical distancing, and engaging in healthy hygiene

practices, including frequent handwashing, remain vital to slowing the spread of the virus. Most importantly, DO NOT come to campus if you are sick, even if you believe your illness is not COVID-19 related.

Thank you,

Nyassa Love Johnson,
Associate Vice President,
Risk Management

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