Standard Operating Procedure (SOP) for a Chair/Manager with a Diagnosis or Presumed Diagnosis of COVID-19 in their Department/Unit
Version 3/30/20

Scope: This guidance addresses the recommended procedures and the process of how to notify a department/unit when a faculty or staff/lab member proactively self-reports either:

- A positive test/diagnosis with COVID-19 or
- Symptoms indicative of COVID-19 and having been advised by their health care provider to self-isolate based on a likely presumed diagnosis of COVID-19.

Notably, do not communicate to the staff/lab in a department in the following circumstances:

- A Yale faculty or staff/lab member has expressed concerns to their manager about COVID-19 like symptoms\(^1\) but has not called Yale Health or their primary care provider to seek guidance;
- A Yale faculty or staff/lab member has been contacted by Yale Health or their medical provider to self-isolate as a precaution and is asymptomatic; or
- A Yale faculty or staff/lab member has a family member in their household who is self-isolating.

This notification procedure balances the importance of protecting the health of the community with the privacy rights of our colleagues.\(^2\)

Chairs and managers should promptly notify their unit leader and HR Generalist, where appropriate, after being informed that a faculty or staff/lab member in their department has self-reported either:

- Having tested positive for COVID-19, or
- Being symptomatic for COVID-19 and having been advised by their health care provider to self-isolate based on a presumed diagnosis.

---

\(^1\) If the staff/lab member is a critical function individual who is working on campus, the manager should promptly send the individual home and advise the individual to contact Yale Health or their primary care provider for further guidance. Please refer to the Pay and PTO guidance document on how to document the staff/lab member’s timecard as appropriate.

\(^2\) There is no legal obligation to notify or report to outside vendors or suppliers. However, it would be prudent to inform the vendors/suppliers of the location of the self-reporting colleague – but not identify the colleague by name.
Procedure for Colleague with a Positive Test Who Has Been Reporting to Work on Campus:
If you are a chair or manager (or are responsible for a specific work location) and learn from a
faculty or staff/lab member, who has been physically reporting to work on campus that they have
tested positive/been diagnosed with COVID-19, you should take the following steps:

1. Ask the individual if Yale Health administered their COVID-19 test. If the individual was
tested at Yale Health, proceed to step 3 below.
2. Ask the individual diagnosed with COVID-19 to call Employee Health (203-432-7978) so
that an employee health worker, following Department of Public Health guidelines, can work
with the individual to identify others who may have been in close contact for notification and
further instructions.
3. Call Yale Environmental Health and Safety (203-785-3555) to inform them about a positive
COVID-19 worker. Based on the information you provide, they will assess if there is a need
for additional cleaning of the area/workspace and if required, discuss how to arrange for the
cleaning.
4. Use the below ‘Procedure for Notifying a Department/Unit of a Diagnosis or Presumed
Diagnosis of COVID-19’ to notify the department/unit about the colleague.

   4.1. Once the department/unit has been notified using the below process, provide instruction
to the staff/lab members not to touch surfaces or materials in the personal workspace of
the individual diagnosed with COVID-19.
   4.2. Continue to maintain appropriate social distancing.

Procedure for Notifying a Department/Unit of a Diagnosis or Presumed Diagnosis of COVID-19
This guidance addresses the process for when and how to notify a Yale department/unit when a
faculty or staff/lab member, who has been working on- or off-campus, self-reports having either
tested positive for COVID-19; or developed symptoms indicative of COVID-19 and been
advised by their health care provider to self-isolate based on a likely presumed diagnosis of
COVID-19.

1. To determine whether a department/unit wide communication is necessary – chairs and
managers need to conduct an assessment with their HR Generalist, as appropriate, and
consider the following factors:

   1.1. Has the self-reporting colleague been working remotely or on campus?
   1.2. If the self-reporting colleague was working on campus, was the colleague in close
proximity/quarters with other colleagues?
   1.3. If the self-reporting colleague was working off-campus, would they have been on-site
when they developed symptoms?
   1.4. Has the self-reporting colleague had close contact with other units or individuals who
should be informed?

1.5. When was the self-reporting colleague last in contact with other colleagues (e.g. are they working remotely, or have they been reporting to work on campus)?

Note: If the self-reporting colleague has been working remotely and/or not been in physical proximity with other colleagues – there is no need for a department/unit wide email.

2. The chair or manager should promptly send the following e-mail out to the department, with copy to the HR Generalist:

Dear {insert title for work unit/department} colleagues,

I have been informed that one of our colleagues {select as appropriate: tested positive for/is exhibiting symptoms indicative of} COVID-19, the disease caused by the coronavirus. Our colleague has been working on campus and may have been in physical proximity with other members of the Yale community. We are all concerned for our colleague’s health and send wishes for a speedy recovery. We ask that you respect our colleague’s privacy and for this reason we are not sharing that individual’s name in this message. Employee health workers, in accordance with Department of Public Health guidelines, will reach out to staff/lab members who are considered to have had a high risk exposure. All other staff/lab members should continue to monitor their health for any potential symptoms.

For answers to any questions you may have regarding this information, please contact Yale Health at (203) 432-6604 for their advice; they will provide guidance regardless of whether or not you are a Yale Health member. You can also go to the Yale Health website yalehealth.yale.edu. In addition, I encourage you to keep in mind the guidance from the university about COVID-19 which can be found at communications.yale.edu/covid-19-information. This site lists social distancing steps you can take, symptoms for which to monitor, and other helpful information.

Sincerely,

{Chair or Manager name}

3. If you have any questions or concerns about the notification process, please contact your HR Generalist, or the Privacy Office at privacy@yale.edu or 203-432-9783.