

**University of Illinois Urbana Champaign
COVID-19 Positive Test Results
Required Actions**

Employee	<ul style="list-style-type: none"> • Receives positive test result • MUST go home immediately if at work, notify supervisor need to go home for medical issue. • MUST call IHR at 217.300.9005 to report positive test and pay benefit information • Can choose to inform supervisor of positive test • MUST respond to Public Health Contact Tracer calls, including daily status calls. Number will display as 312-777-1999 • MUST remain in isolation until released by Public Health
Illinois Human Resources (IHR)	<ul style="list-style-type: none"> • Gather information from employee such as work location, supervisor, last day in work location • Advise employee of available benefits to maintain pay during isolation. Includes FFCRA, Sick leave, other accrued leave • Notify unit(s) if special enhanced cleaning needs to occur (only needed if employee at work since last cleaning) • Determine if any general notification to unit is indicated and advise on language if indicated • Confer with COVID Safety Officer on any specific or individualized guidance needed
Unit	<ul style="list-style-type: none"> • Maintain privacy of employee if employee notifies unit of COVID positive diagnosis • Ensure employees are given accurate information or pointed to campus information • Ensure any required cleaning and disinfection is scheduled with F & S
COVID 19 Exec. Steering Team	<ul style="list-style-type: none"> • Analyze macro, non-person specific data • Work closely with Champaign Urbana Public Health District on case experience at the campus • Determine any corrective or preventative action based on data analysis. Ensure such actions occur.