Statewide has enacted the following policy:

*MAUs must systematically collect information regarding the presence in UA facilities of persons with COVID-19 or under investigation for COVID-19, regardless of source, inquire of employees and students who are or recently were present in UA facilities regarding COVID-19 symptoms/investigation/confirmation, take CDC recommended action such as cleaning facilities and warning affected students/employees, track the action taken, and, where significant numbers of people are affected, transmit that information to Public Health.*

**Procedure**

1. Information regarding the presence of COVID-19 in UA facilities or operations may be observed, disclosed, or reported, and may originate from a variety of sources, including potentially infected students, employees, contractors, public health, etc.

2. All supervisors must complete the [UA Employee COVID Status Tracking Tool](#) for all employees, regardless of status, and update each employee’s status any time it changes.

3. All UA affiliates - students, faculty, staff and contractors – that are in or have been in a UA facility within the last 48 hours, and that are: COVID-19-positive; have fever, cough, or shortness of breath; or are a Person Under Investigation by the Alaska Department of Health and Social Services (DHSS), are required to report their condition to UA Safety Director, Ken Walker, kewalker6@alaska.edu. The information gathered will be handled in a responsible manner to provide as much privacy as possible. It will help guide the UA Incident Management Team (IMT) in managing disinfection, distancing measures, and building access. The email should provide the following information:
   
   a. Nature of COVID-19-related status (positive, under investigation, symptoms);
   
   b. Date of first symptoms;
   
   c. When the individual was last at a UA facility, and specific movements;
   
   d. When the individual last traveled on UA business; and
   
   e. Contacts in the 48 hours preceding COVID-19 symptoms with UA affiliates or others while on UA business.

4. The UA Safety Director will follow up with the submitter to determine if disinfecting, building closure, or warning measures are required and to identify close contacts in UA facilities within the last 48 hours.
5. In addition, **employees who have been in UA facilities in the last 48 hours** must report to their supervisor if they are COVID-19-positive; have fever, cough, or shortness of breath; or are a Person Under Investigation.
   
   a. A supervisor is expected to take immediate action to exclude such employees from the facility.
      
      i. In addition, supervisors must take steps to monitor third party (e.g. contractor) personnel, using tools such as a sign-in sheet.
      
      ii. If a supervisor becomes aware that an employee or 3\textsuperscript{rd} party is COVID-19-positive; has fever, cough, or shortness of breath; or is a Person Under Investigation, they must also be excluded from the facility, and this should be reported to the UA Safety Director.

   b. The supervisor then updates the **UA Employee COVID Status Tracking Tool**.

   c. The supervisor must consult the UA Safety Director for guidance on possible disinfection, closure, or warning needs.

6. Employees that report sick for non-COVID-19-related illness need not report the nature of their illness to their supervisor. However, **the supervisor must confirm whether sick employees have been in a UA facility or involved in-person in UA operations in the 48 hours prior to becoming sick.**
   
   a. If yes, the supervisor must ask whether the employee has COVID-19 symptoms (fever, cough, shortness of breath), is under investigation for COVID-19, or has been confirmed as COVID-19 positive. Do not inquire regarding illnesses other than COVID-19.

   b. If no, supervisors must not inquire regarding the nature of the illness. However, if an employee volunteers a COVID-19 status, document the fact that the disclosure was voluntary and that the employee has not been in a UA facility or involved in in-person UA operations in the 48 hours preceding COVID-19 status.

7. Based on knowledge of COVID-19-positive persons, those with COVID-19-like symptoms, and Persons Under Investigation, the UA Safety Director will notify the UA IMT Incident Commander. This will permit the SW IMT Incident Commander to report to DHSS if significant numbers of COVID-19 illnesses are reported.

8. UA Safety Director Ken Walker will monitor employee status and report to the SW IMT Incident Commander.

9. UA Personnel may only disclose medical information through the channels described in this procedure.