Communication flow for reporting positive incidence of COVID-19

1. TESTING
   - **Student** calls Student Health Service at 715-346-4646 or their medical provider to report symptoms and seek testing.

2. WAITING
   - **Students who live on campus** will be relocated to designated isolation spaces.
   - **Employee** consults with medical provider or community testing site to receive COVID test.

3. RESULTS
   - **Negative Result**
     - Student Health Service or medical provider provides student with test results.
     - Medical provider provides employee with test results.
   - **Positive Result**
     - Students are required to report positive result to Student Health Service (or self report).
     - Employees and student employees are required to disclose positive testing to their supervisor (or self report) if they were on campus within the last 7 days.

4. NOTIFY
   - **Student Health Service**
     - A. SHS instructs student on isolation, daily phone follow-up and explains they will be called by local health department contact tracer.
     - B. A submitted COVID reporting form (link on COVID web page) automatically notifies the Dean of Students office, which notifies appropriate faculty members and departments for follow-up.
   - **Supervisor**
     - A. Supervisor submits COVID reporting form that automatically notifies Human Resources, which provides instruction and resources to employee and notifies appropriate departments for follow-up.

   - **Self-reporters** go directly to the COVID reporting form.

If a student informs faculty or staff that they have COVID-19, the employee is required to submit the COVID reporting form that triggers the process outlined above.

For questions visit [www.uwsp.edu/coronavirus](http://www.uwsp.edu/coronavirus) or call the hotline at 715-346-2619.