Communication flow for reporting positive incidence of COVID-19

**Testing**

1. **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.

3. **Results**
   - **NEGATIVE RESULT**: Student Health Service provides student with test results.
   - **POSITIVE RESULT**: Employee consults with medical provider or community testing site to receive COVID test.
   - **NEGATIVE RESULT**: Medical provider provides employee with test results.

4. **Notify**
   - **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.

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

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

**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:
  - Student Health Service
  - Facility Services
  - Information Technology
  - Hybrid and face-to-face classrooms as needed
  - Residential Living

**Supervisor**
- A. Supervisor submits COVID reporting form that automatically notifies Human Resources, which provides instruction and resources to employee and notifies:
  - Facility Services
  - Information Technology
  - Chancellor
  - Vice Chancellor
  - Student Affairs
  - Law enforcement
  - International Education
  - Campus branch executives

**Self-reporters** go directly to the COVID reporting form (link on COVID web page)

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