Reporting a Positive COVID-19 Diagnosis

Students, faculty, and staff who have tested positive for COVID-19 must report their case to the University as soon as possible. If you have tested positive for the virus, please contact us at covid-19report@LUC.edu or by calling 773-508-7707. All COVID-19-related questions or feedback should continue to be sent to covid-19support@LUC.edu, not the new case reporting email address.

All positive cases should be reported immediately following the diagnosis. If you are reporting a positive case by phone, please leave your name and phone number in your message so that our contact tracers can return your call.

Students, faculty, and staff only need to report positive cases within the last 14 days. Those who are conducting studies or working remotely from outside the City of Chicago are still encouraged to report their positive cases for tracking and data purposes.

The University has developed a mobile application through which students, faculty, and staff will be able to identify possible COVID-19-related symptoms. This application also has the ability for the user to self-report a positive case. The Symptom Checker can be accessed at: https://campushealth.luc.edu/symptoms/login.

Caring for the well-being of our community is a group effort. Therefore, it is the obligation of the diagnosed person, not a fellow student, faculty, or staff member, to self-report their case. Students, faculty, and staff members who are aware of COVID-19 cases may also report on behalf of the diagnosed person but should encourage them to self-report. The University has established a contact tracing team and protocol. Contact tracers will follow up with the diagnosed person, investigate the case, and perform any needed contact tracing in a confidential and expedited fashion.

It is the University's responsibility to respect and maintain the privacy and anonymity of individuals who have tested positive for COVID-19 or who may be part of any contact tracing investigation. In accordance with the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA), the University, along with public health authorities, is not allowed to share the identification of any these individuals, nor will we provide any information that may compromise confidentiality.

If you have not tested positive for COVID-19 but are experiencing COVID-19-related symptoms, please remain at home and reach out to the following for guidance and care:

- **Students at Lakeside campuses, including ABSN students:** Call Dial-a-Nurse at 773-508-8883
- **Biomedical graduate students and medical students at HSC:** Call Employee & Student Health Hotline at 708-216-1170
- **Faculty and Staff:** Call your medical provider

Employee Protocol

1. Notification of COVID positive test result.
   a. If you have tested positive for the virus, you must report your case to the University as soon as possible by contacting COVID-19report@LUC.edu **or by calling 773-508-7707.**

2. Employee who tests positive is required to stay off campus:
   a. Self-isolation for 10 days.
   b. Asymptomatic employee, or those experiencing mild symptoms, work remotely if possible. (If working remotely is not possible, contact Human Resources (hr-wtc@luc.edu) as related to pay status.)
   c. An employee who is sick with severe COVID symptoms and cannot work should report absence to Matrix Absence Management.

3. Employee may return to campus with negative COVID test result, release from health care provider, or according to CDC guidelines:
   a. At least 10 days have passed since symptom onset; **and**
   b. At least 24 hours have passed since resolution of fever without the use of fever- reducing medications; **and**
   c. Other symptoms have improved.

4. Contact Tracing
   a. Contact tracer follows identified process.
   b. Notification to exposed individuals (co-workers/others who have had 15 minutes of face-to-face contact with infected employee).

5. Exposed Individuals (This process also includes exposure to a family member or close contact with someone who tested positive outside of Loyola).
   a. Self-quarantines for 14 days and works remotely, if possible. (If working remotely is not possible, contact Human Resources (hr-wtc@luc.edu) as related to pay status.)
   b. Check your temperature twice a day and watch for symptoms **and** if possible, stay away from people who are at higher risk for getting very sick from COVID-19.
   c. Consult with health care provider if you become sick and exhibit COVID symptoms.
   d. If you test COVID positive, follow process in sections 1 and 2 above.
   e. If no symptoms develop, may return to campus with negative COVID test result, release from health care provider, or according to CDC guidelines:
      - At least 14 days have passed since your last contact with COVID-19 positive individual and no symptoms have developed.

6. Deep Cleaning (facilitated by Contact Coordinator)
   a. Employee's workspace.
   b. Common areas (e.g., office space, bathroom, conference rooms, other).
   c. As needed: vehicles, equipment, golf carts, etc.

7. Alternate Work Location
   a. If department provides public facing services, manager will determine if there is a need to relocate services to an alternate work location.

FACULTY

1. Notification of COVID positive test result.
   a. If you have tested positive for the virus, you must report your case to the University as soon as possible by contacting COVID-19report@LUC.edu **or by calling 773-508-7707.**

2. Faculty member is required to stay off campus:
   a. Follows the academic contingency plan.
   b. Self-isolation for 10 days.
   c. Faculty who is sick with severe symptoms and cannot work should report absence to Matrix Absence Management.

3. Faculty member may return to release by health care provider, or according to CDC guidelines:
   a. At least 10 days have passed since symptom onset; **and**
   b. At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; **and**
   c. Other symptoms have improved.

4. Contact Tracing Process
   a. Contact tracer follows identified process.
   b. Notification to exposed individuals (co-workers/others who have had 15 minutes of face-to-face contact with infected employee).

5. Exposed faculty colleagues, students, and/or staff who have had 15 minutes of face-to-face contact with infected faculty. (This process also includes exposure to a family member or close contact with someone who tested positive outside of Loyola).
   a. Self-quarantine for 14 days (faculty/staff working remotely, if possible).
   b. Consult with health care provider if they become sick and exhibit COVID symptoms.
   c. If test positive, follow sections 1-3 above.
   d. If no symptoms develop, may return to campus on advice of health care provider, or according to CDC guidelines:
      i. Self-quarantines for 14 days and works remotely, if possible. (If working remotely is not possible, contact Human Resources (hr-wtc@luc.edu as related to pay status.)
      ii. Check your temperature twice a day and watch for symptoms **and**
      iii. If possible, stay away from people who are at higher risk for getting very sick from COVID-19.

Follows the Classroom Management Process
   a. Classroom is taken offline.
   b. Deep Cleaning.
   c. Alternate Classroom.
   d. Assessment made when class can be brought back online.

STUDENT WORKER

1. Notification of COVID positive test result.
    If you have tested positive for the virus, you must report your case to the University as soon as possible by contacting COVID-19report@LUC.edu **or by calling 773-508-7707.**

2. Follows the student process
    a. Self-isolation for 10 days.

3. Student worker may return to campus after release by health care provider or Wellness Center, or according to CDC guidelines.
    a. At least 10 days have passed since symptom onset; **and**
    b. At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; **and**
    c. Other symptoms have improved.

4. Contact Tracing Process
    a. Contact tracer follows identified process.
    b. Notification to exposed individuals (co-workers/others who have had 15 minutes of face-to-face contact with infected employee).

5. Faculty, students, and/or staff who have had 15 minutes of face-to-face contact with infected student worker:
    a. As identified, self-quarantine for 14 days (faculty/staff working remotely, if possible).
    b. Consult with health care provider if they become sick and exhibit COVID symptoms.
    c. If test positive, follow sections 1-3 above.

6. Follows the office/classroom management process.