



Syracuse University

**COVID-19 Response
Checklists**

for Faculty, Staff and Students

OVERVIEW

The following document is intended to provide clarity and direction to faculty, staff and students in response to situations where a member of the Syracuse University community has tested positive for or suspects exposure to the COVID-19 virus. These checklists address the following situations:

1. I am a Syracuse University **Employee** (faculty or staff) and I am symptomatic or suspect I have been exposed to the COVID-19 virus. What should I do?
2. I am a Syracuse University **Employee** (faculty or staff) and I have tested positive for the COVID-19 virus. What should I do?
3. I am the **Supervisor** of a Syracuse University employee (faculty or staff) who is symptomatic or suspects exposure to the COVID-19 virus. What should I do?
4. I am the **Supervisor** of a Syracuse University employee (faculty or staff) who has tested positive for the COVID-19 virus. What should I do?
5. I am a Syracuse University **Student** and I am experiencing symptoms consistent with the COVID-19 virus or suspect I have been exposed to the virus. What should I do?
6. I am a Syracuse University **Student** who has tested positive for the COVID-19 virus. What should I do?
7. I am a Syracuse University **Faculty or Staff Member** who has been informed by a student that they suspect exposure to the COVID-19 virus. What should I do?
8. I am a Syracuse University **Faculty or Staff Member** who has been informed by a student that they have tested positive for the COVID-19 virus. What should I do?

It is not practical to assume that these checklists can fully address the unique nature of every situation, but they are intended to provide general guidance related to the most appropriate and required actions in response to the situations described above. Any member of the Syracuse University community should feel free to contact the Syracuse University COVID-19 Project Management Office (PMO) at 315.443.6180 or sucovid@syr.edu with additional questions or concerns or to receive further guidance.

SITUATION CHECKLIST 1:

I am a Syracuse University **Employee (faculty or staff) and I am experiencing symptoms consistent with the COVID-19 virus or suspect I have been exposed to the virus. What do I do?**

Take these steps:

1. Do not come to work. If you are at work, leave work and immediately go home.
2. Notify your supervisor by phone that you are symptomatic or suspect you have been exposed to the COVID-19 virus.
3. Contact your healthcare provider to determine if a COVID-19 test is recommended.
4. Follow all instructions from your healthcare provider and the Onondaga County Health Department related to testing, self-care and self-quarantine.
5. Call HR Shared Services at 315.443.4042 as soon as you are sent for a COVID-19 test.
6. The HR Shared Services representative will answer any questions you have, assist (if needed) in communicating with your supervisor and track overall COVID-19 testing results for faculty and staff for the University.
7. Once you receive your result (positive or negative), notify HR Shared Services at 315.443.4042 to provide a representative with your test result.
8. Given that result, a HR Shared Services representative will advise you related to appropriate next steps and procedures with regard to returning to work.
9. For routine follow-up questions or guidance, contact the COVID-19 PMO by phone at 315.443.6180. For specific benefit and related employment questions, contact HR Shared Services by phone at 315.443.4042.

SITUATION CHECKLIST 2:

I am a Syracuse University **Employee (faculty or staff) and I have tested positive for the COVID-19 virus. What do I do?**

Take these steps:

1. If you are notified while at work, leave work and go home immediately. If you are at home, stay home and do not come to work.
2. Notify HR Shared Services by phone at 315.443.4042 that you have received confirmation that you have tested positive for COVID-19.

3. An HR Shared Services representative will answer any questions you have, assist (if needed) in communicating with your supervisor and track overall COVID-19 testing results for faculty and staff for the University.
4. **You will be required** by New York State public health law to participate in a contact tracing process. Contact tracing is the process of contacting all people who have had contact with someone who tested positive for the COVID-19 virus. Contact tracers have been hired and trained by the University—in collaboration with the Onondaga County Health Department—to gather information on the spread of the infection. **Your participation is confidential.**
5. Stay home for the required isolation period and follow instructions from your healthcare provider and the county health department related to self-care and isolation procedures.
6. Do not return to work until you are cleared to do so by an HR Shared Services representative.
7. For routine follow-up questions or guidance, contact the COVID-19 PMO by phone at 315.443.6180. For specific benefit and related employment questions, contact HR Shared Services by phone at 315.443.4042.

SITUATION CHECKLIST 3:

I am the **Supervisor of a Syracuse University employee (faculty or staff) who is symptomatic or suspects exposure to the COVID-19 virus. What do I do?**

Take these steps:

1. If the employee is at home, direct them to stay home. If the employee is at work, direct them to go home immediately.
2. Direct the employee to contact their healthcare provider to determine if a COVID-19 test is recommended.
3. Let the employee know that you will contact HR Shared Services on their behalf, and that an HR representative will follow up with them to see how they are feeling and to record test results.
4. Contact HR Shared Services at 315.443.4042 so that a representative can follow up with the employee.
5. The HR Shared Services representative will reach out to the employee to answer any questions they have and will track overall COVID-19 testing results for faculty and staff for the University.
6. The HR Shared Services representative will also answer any questions you have as a supervisor and assist with any next steps based on the test result (if required).
7. For routine follow-up questions or guidance, contact the COVID-19 PMO at 315.443.6180. For specific benefit and related employment questions, contact HR Shared Services at 315.443.4042.

SITUATION CHECKLIST 4:

I am the **Supervisor** of a Syracuse University employee (faculty or staff) who has tested positive for the COVID-19 virus. What do I do?

Take these steps:

1. Given health privacy protections, please understand employees are not mandated to provide their supervisor with test results. Further, supervisors should not direct an employee to do so.
2. However, if the employee reaches out to you to let you know they had a positive COVID-19 test result, contact HR Shared Services at 315.443.4042.
3. The HR Shared Services representative will then confirm the test results, including receiving the documentation, and assist them with next steps.
4. Regardless of whether the employee contacted HR Shared Services directly or through you, the HR Shared Services representative will contact and assist you, in your role as the supervisor, with any next steps affecting your area.
5. Also, be advised that upon notification of a positive test result, the COVID-19 PMO will:
 - a. Initiate contact tracing and work with you to ensure appropriate notifications
 - b. Coordinate with you related to communications to other staff and faculty in your school/college/unit (as appropriate)
 - c. Coordinate with Facilities Services related to cleaning and signage requirements for any impacted campus spaces
 - d. Coordinate with HR Shared Services to ensure that you are notified when the employee is cleared to return to work (negative test result and/or release from isolation)
6. For routine follow-up questions or guidance, contact the COVID-19 PMO by phone at 315.443.6180. For specific benefit and related employment questions, contact HR Shared Services by phone at 315.443.4042.
7. **Note about the supervisor's role in notifying others of an employee's test result:**
An individual's COVID-19 test result is confidential health information, protected under health privacy laws. For that reason, the extent of public notifications related to a given individual's positive (or negative) test result will be informed and is ultimately at the direction of the Onondaga County Department of Health. The nature and extent of those notifications will be determined by the Onondaga County Department of Health as a result of case investigation, contact tracing and an assessment of the "compelling public health purpose" that notifications would serve (or not).

SITUATION CHECKLIST 5:

I am a Syracuse University **Student and I am experiencing symptoms consistent with the COVID-19 virus or suspect I have been exposed to the virus. What do I do?**

Take these steps:

1. If you are at your residence hall room or off-campus residence, stay home and do not leave. If you are out, return to your room or residence immediately. Separate yourself from others.
2. Contact the Barnes Center at The Arch by phone at 315.443.8000. Do not physically go to the Barnes Center.
3. The Barnes Center will provide you with instructions related to scheduling a COVID-19 test and coordinate any additional treatment and quarantine requirements.
4. You will be tested for the COVID-19 virus. If you cannot safely self-quarantine in your residence, you will be moved to University-provided quarantine housing at the Sheraton Hotel (at no cost) while awaiting a test result.
5. If your initial COVID-19 test is negative (you do not have COVID-19), you can coordinate release from quarantine procedures with the Barnes Center and the COVID-19 PMO.
6. If your initial COVID-19 test is positive (you do have COVID-19):
 - a. Follow the steps outlined in Situation Checklist 6A (below)
 - b. Follow instructions provided by the Barnes Center and the county health department related to self-care and isolation
7. For medical or mental health questions, contact the Barnes Center at 315.443.8000. For general guidance and support (non-medical), contact the COVID-19 PMO at 315.443.6180.

SITUATION CHECKLIST 6A:

I am a Syracuse University **Student who has been notified by the Barnes Center that I have tested positive for the COVID-19 virus. What do I do?**

Take these steps:

1. If you are at your room or residence when notified, stay home and do not leave. If you are out, return to your room or residence immediately. Separate yourself from others. Rest and hydrate.
2. Upon notification of your positive test result, Barnes Center health care professionals will make arrangements for you to enter isolation housing (at no cost).
3. Strictly follow all instructions and guidance provided by the Barnes Center and University officials regarding treatment and isolation requirements.

4. You will be called daily by a member of the case management support team (and a nurse if you are symptomatic) to coordinate any requirements of daily living while in isolation, to include food service, academic supports, clinical care and any mental health supports requested.
5. The Barnes Center will coordinate with the Syracuse University COVID-19 PMO and public health officials related to your care and case management support.
6. Be sure to accept phone calls from the Barnes Center and from phone numbers on the Syracuse University campus.
7. You will remain in isolation housing until you have recovered from the COVID-19 virus and have tested negative for the virus.
8. **You will be required** to participate in a contact tracing process. Contact tracing is the process of contacting all people who have had contact with someone who tested positive for the COVID-19 virus. Contact tracers have been hired and trained by the University—in collaboration with the Onondaga County Health Department—to gather information on the spread of the infection. **Your participation is confidential.**
9. For medical or mental health questions, contact the Barnes Center at 315.443.8000. For general guidance and support, contact the COVID-19 PMO at 315.443.6180.

SITUATION CHECKLIST 6B:

I am a Syracuse University **Student who was notified by an outside (non-SU) COVID testing center that I have tested positive for COVID-19. What do I do?**

If you are a student (living on- or off-campus) who tests positive for COVID-19 from an outside medical provider, take these steps:

1. If you are at your room or residence, stay home and do not leave. If you are out, return to your room or residence immediately. Separate yourself from others. Rest and hydrate.
2. Contact the Barnes Center at The Arch by phone at 315.443.8000 and tell them you tested positive for the COVID-19 virus at a medical facility other than the Barnes Center.
3. Upon notification of your positive test result, Barnes Center health care professionals will make arrangements for you to enter isolation housing at the Sheraton Hotel (at no cost).
4. Strictly follow all instructions and guidance provided by the Barnes Center and University officials regarding treatment and isolation requirements.
5. You will be called daily by a member of the case management support team (and a nurse if you are symptomatic) to coordinate any requirements of daily living while in isolation, to include food service, academic supports, clinical care and any mental health supports requested.

6. The Barnes Center will coordinate with the Syracuse University COVID-19 PMO and public health officials related to your care and case management support.
7. Be sure to accept phone calls from the Barnes Center and from phone numbers on the Syracuse University campus.
8. You will remain in isolation housing until you have recovered from the COVID-19 virus and have tested negative.
9. **You will be required** to participate in a contact tracing process. Contact tracing is the process of contacting all people who have had contact with someone who tested positive for the COVID-19 virus. Contact tracers have been hired and trained by the University-in collaboration with the Onondaga County Health Department-to gather information on the spread of the infection. **Your participation is confidential.**
10. For medical or mental health questions, contact the Barnes Center at 315.443.8000. For general guidance and support, contact the COVID-19 PMO at 315.443.6180.

SITUATION CHECKLIST 7:

I am a Syracuse University Faculty or Staff Member who has been informed by my student that they suspect they have been exposed to the COVID-19 virus. What do I do?

Take these steps:

1. Inform the student to stay (or go immediately) home, or if they are at home, inform them not to leave their room or residence.
2. Instruct the student to contact the Barnes Center at The Arch by phone at 315.443.8000. Remind the student not to physically visit the Barnes Center.
3. Advise the student to strictly follow instructions and guidance provided by the Barnes Center and University officials.
4. The Barnes Center and COVID-19 PMO will coordinate necessary testing, care and other services and resources required to support the student.
5. For follow-up questions or additional guidance, contact the COVID-19 PMO at 315.443.6180.
6. **Note about the faculty/staff member's role in notifying others of a student's possible exposure:** An individual student's COVID-19 exposure and subsequent test result is confidential health information protected under health privacy laws. For that reason, the extent of public notifications related to a given individual's positive (or negative) test result will be informed and is ultimately at the direction of the Onondaga County Department of Health. The nature and extent of those notifications will be determined by the Onondaga County Department of Health as a result of case investigation, contact tracing and an assessment of the "compelling public health purpose" that notifications would serve (or not).

SITUATION CHECKLIST 8:

I am a Syracuse University Faculty or Staff Member who has been informed by my student that they have tested positive for the COVID-19 virus. What do I do?

Take these steps:

1. Advise the student to stay home and direct them to contact the Barnes Center at The Arch by phone at 315.443.8000 (if they have not already done so).
 - ✓ Be advised that COVID-19 testing for students is largely being accomplished by Syracuse University, and therefore it is likely that the University (Barnes Center) is already aware of the situation.
 - ✓ The only circumstance where this might not be the case is if the student chooses to be tested by a provider other than Syracuse University (which is possible).
2. Advise the student to strictly adhere to any follow-on instructions and guidance provided by the Barnes Center and University officials.
3. Be advised that the Barnes Center will coordinate care, additional testing and any other services and resources required to support the student.
4. Also, contact the COVID-19 PMO at 315.443.6180 to make them aware of the notification.
5. Be advised that the COVID-19 PMO will:
 - a. Initiate contact tracing and work with you to ensure appropriate notifications
 - b. Coordinate with you related to communications to other students and faculty in your school/college/unit (as appropriate)
 - c. Coordinate with Facilities Services related to cleaning and signage requirements for any impacted campus spaces
 - d. Advise you related to the student's documentation of a negative test result and/or release from isolation (clearance to return to class)
6. **Note about the faculty/staff member's role in notifying others of a student's test result:** An individual's COVID-19 test result is confidential health information, protected under health privacy laws. For that reason, the extent of public notifications related to a given individual's positive (or negative) test result will be informed and is ultimately at the direction of the Onondaga County Department of Health. The nature and extent of those notifications will be determined by the Onondaga County Department of Health as a result of case investigation, contact tracing and an assessment of the "compelling public health purpose" that notifications would serve (or not).