

## Reporting a COVID-19 Case

Colleagues:

The University of Georgia has no higher priority than the health, safety, and welfare of its faculty, staff, and students. In that spirit, UGA colleges recently received guidance on how to report COVID-19 cases within their units. The [Georgia Department of Public Health](#) (DPH) has advised institutes of higher education to follow CDC guidance to work with the local health department and relevant leadership to appropriately communicate possible exposure of a faculty, staff, or student who attended class or was active on campus prior to being confirmed as a COVID-19 case. Maintaining the confidentiality of the individual will be key. Your responsibility as an employee is to **promptly report reliably informed cases by phone**, as described below, to **Michael Bartlett (706-248-6192) or me (859-338-4745)**, and we will handle the reporting.

Reliable information includes first-hand knowledge that a member of the university community (faculty, staff, or student):

1. has tested positive for COVID-19 (“positive test”);
2. has been diagnosed by a medical professional and is awaiting test results after being tested for COVID-19 due to meeting the CDC’s testing and reporting criteria (*i.e.*, exposed to an infected individual, visited a high-risk area, or admitted to the hospital with severe illness) (“presumptively positive”);
3. has been diagnosed by a medical professional as exhibiting symptoms of COVID-19, does not meet the stricter CDC definition/reporting criteria, has been tested for COVID-19, and is awaiting test results (“presumptively diagnosed”); or,
4. has been diagnosed by a medical professional as exhibiting symptoms of COVID-19 and has not been tested for COVID-19 (“empirically diagnosed”).

Please let us know if you have any questions or concerns. As always, thank you for your patience and understanding as we navigate through this challenging time.

Kelly

Kelly M. Smith, Dean  
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