COVID-19 Confirmed Cases Notification Procedures

This document is designed to guide members of the School of Data Science community as to how to respond to positive COVID-19 cases in our spaces and community.

COVID-19 test results are personal health information that is protected under Virginia law. **Confidentiality is critical.** UVA and the School of Data Science are committed to protecting privacy, and health information should only be shared with a defined, limited group of people at the University and through secure channels. *Please note that text messaging and virginia.edu email are NOT secure and personal health information should not be shared via these platforms.* The Virginia Department of Health (VDH) is responsible for contact tracing.

If someone discloses a positive test for COVID-19 and asks that the information be kept secret, please note that in the interest of public safety, all members of the University community are expected to report information about confirmed cases. The person can be reassured that we will not reveal information that identifies them to other students, faculty, or staff, but, in order to keep the community safe, the School of Data Science and University contacts must be informed.

Employee Positive Test Procedure

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Full description of University policies And procedures regarding employee positive tests can be found On the Return to Grounds site, under Symptomatic COVID-19 Testing here.

Guidance for employees who are concerned that they might have been in close contact with a COVID-19 positive case is available here.

If you are an employee and you test positive or if an employee discloses a positive test to you...

- Contact/counsel the person reporting to contact Employee Health immediately at 434-924-2013.
- Call Arlyn Burgess, the School of Data Science point of contact for confirmed cases of COVID-19 at 434-924-4262. Do not send an email or text to Arlyn with personal health information.
- Arlyn will be in touch with the employee's supervisor to identify coworkers and potential close contacts. Within 24 hours, the supervisor must send a notification to coworkers about possible exposure to a confirmed case. A template for this email can be found here. Arlyn will also work with the supervisor on a 72 hour bridge quarantine for potential close contacts while awaiting contact tracing instruction from VDH.

If an employee positive test comes through Employee Health or via VDH directly...

- Employee Health will send the employee, their supervisor, and Human Resources an email message using a secure, encrypted system called Zix. An example of a Zix email can be found here, as it can look like spam.

- Human Resources will notify Arlyn Burgess, the School of Data Science point of contact for confirmed cases of COVID-19.

- Arlyn will be in touch with the employee's supervisor to identify coworkers and potential close contacts. Within 24 hours, the supervisor must send a notification to coworkers about possible exposure to a confirmed case. A template for this email can be found here. Arlyn will also work with the supervisor on a 72 hour bridge quarantine for potential close contacts while awaiting contact tracing instruction from VDH.

Student Positive Test Procedure

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Guidance and preparation materials for potential Isolation and Quarantine for students can be found here.

If you are an student and you test positive or if a student discloses a positive test to you...

- Contact/counsel the person reporting to contact Student Health and Wellness immediately at 434-924-5362.
- Call Arlyn Burgess, the School of Data Science point of contact for confirmed cases of COVID-19 at 434-924-4262. Do not send an email or text to Arlyn with personal health information.
- If the student is also a University employee, Arlyn will be in touch with the student's supervisor about coworker notification per the above policy.
- Arlyn will contact the Office of the Dean of Students, who will work with the student to coordinate isolation or quarantine if the student lives on Grounds. If needed/requested they will also reach out to instructors to request accommodation for the student.

If an student positive test comes through Student Health & Wellness directly...

- Student Health will notify the Office of the Dean of Students about student confirmed cases.

- The Office of the Dean of Students will contact Arlyn Burgess, the School of Data Science point of contact for confirmed cases of COVID-19 at 502-435-1431. Do not send an email or text to Arlyn with personal health information.

- If the student is also a University employee, Arlyn will be in touch with the student's supervisor about coworker notification per the above policy.

- The Office of the Dean of Students, who will work with the student to coordinate isolation or quarantine if the student lives on Grounds. If needed/requested they will also reach out to instructors to request accommodation for the student.