WHAT TO DO WHEN A COVID-19 CASE OCCURS
CALL EXT 49918 (949.824.9918)

WHAT IS THE CRITERIA FOR REPORTING?
• A pending symptomatic test result.
• A lab-confirmed positive test result.
• Experiencing COVID-like symptoms.
• Physical or close contact with a confirmed COVID-19 positive individual (≥ 15 minutes cumulatively over a 24-hour period & within 6 feet).

REPORT THE CASE
a. Students, staff, and faculty/academics can contact the UCI Coronavirus Response Center (CRC) at 949-824-9918 or covid19@uci.edu for instructions on how to report a case. Hours of operation are M-F from 7am to 7pm and weekends from 8am to 1pm. After-hours instructions are provided to callers.
b. Students/Student Workers should contact UCI’s Student Health Center (SHC) at 949-824-5304 or visit Student Health Patient Screening to report a case.
c. Staff and faculty/academics should use the COVID-19 Case Reporting Website to report a case. For guidance, you may contact the Center for Occupational & Environmental Health (COEH) at 949-824-8685 or coeh-clinic@hs.uci.edu. Hours of operation are M-F from 7am to 7pm and weekends from 8am to 1pm.

IF YOU ARE THE CONFIRMED, SUSPECTED OR EXPOSURE CASE
a. Do not go to work, class or anywhere else on campus. If you are a student on-site, stay in your living unit.
b. Immediately inform your supervisor, department chair or most accessible university official (e.g., Resident Advisor, PI).
c. Seek medical advice through your primary care provider, COEH or SHC.
d. Take the Call. If you are a confirmed case, or a close-contact, UCI COVID-19 Contact Tracing Program (CT) will be calling you to interview you and provide guidance on isolation or quarantine. When you see 949-824-2300 on your caller ID, take the call.

IF YOU ARE A SUPERVISOR, DEPARTMENT CHAIR OR OTHER UNIVERSITY OFFICIAL INFORMED OF A CONFIRMED, SUSPECTED OR EXPOSURE CASE
a. For process guidance, you may contact the CRC (see 1a).
b. For case guidance, if it pertains to a student, please have them contact the Student Health Center (see 1b) directly. If it pertains to staff and faculty/academic cases, contact COEH (see 1c).
c. Contact EH&S at 949-824-6200 or safety@uci.edu for a decontamination strategy and post-decontamination occupancy approval.
d. You do not need to send people out of the workspace because UCI’s Contact Tracing team will call the confirmed case and their close contacts and provide them with isolation/quarantine restrictions if applicable.
e. Contact your departmental/unit HR or a responsible university official to inform them of current circumstances, including any contact with SHC or COEH. Do not share the individual’s name with anyone other than departmental HR, central HR, SHC or COEH. The individual’s illness is individually identifiable health information.