

Notification of COVID19 Positive Employees

Purpose: To describe the procedure notifying UTHSC administration of employees infected with COVID19.

Scope: Applicable researchers at UTHSC Memphis.

Applicability: Researchers working at UTHSC Memphis campus until notified otherwise.

Procedure:

1. Researchers infected with COVID-19 are not permitted on campus at UTHSC Memphis.
2. Researchers infected with COVID-19 must notify their supervisor as soon as possible after receiving the diagnosis.
3. Either the infected researcher or their supervisor must notify UTHSC Human Resources by completing the online [COVID-19 Report Form](#).
4. UTHSC Human Resources will notify Research Safety Affairs of the diagnosis. Research Safety Affairs will arrange to have the individual's office work area disinfected. The individual's laboratory work area shall be disinfected by the supervisor or other laboratory personnel. If there are no other researchers working in that lab Research Safety Affairs will disinfect the individual's work area.
5. The work area of any individual infected with COVID-19 will be disinfected according to the following procedure:
 - a) Personnel will wait at least 30 minutes after the departure of the infected individual before entering the work area for disinfection.
 - b) Personnel disinfecting surfaces will wear gloves will performing the disinfection.
 - c) Surfaces will be disinfected using [an EPA-registered disinfectant](#). Be sure to allow the appropriate contact time for the disinfectant being used.
 - d) Personnel will remove gloves following the proper procedure to ensure they do not contact the outer surface of the glove.
 - e) Gloves should be discarded in the conventional trash.