

Point Person Process Overview for when COVID-19 Symptoms Are Reported

When a CMU student, faculty or staff member reaches out to you as their **point-person** after experiencing potential COVID-19 symptoms, follow these 3 simple steps. The scope of this process identifies the organizations involved and actions taken to respond, coordinate and communicate accordingly.

1 Inform

Provide helpful information by pointing them to **CMU's COVID-19 Updates Website**.

Reassure them that there is a team to help them through this.

<https://www.cmu.edu/coronavirus/health-and-wellness/index.html>

2 Connect

Connect them to **CHWB** (and **UHS**) to kick off the support process by emailing:

CHWB@andrew.cmu.edu

Include the individual* on the email.

CHWB (and **UHS**) will consult with the individual *directly* to assess their circumstance and determine the next steps based on this assessment.

For employees, **CHWB** will notify **OHR** to provide support.

UHS will provide support to students.

Wait for instructions

If the assessment indicates a **probable** or **confirmed** diagnosis of COVID-19, **CHWB** will activate **Communication Protocols**.
This informs stakeholders and initiates appropriate safety protocols.

3 Respond

Follow any instructions provided to you as a point-person by **CHWB**, **FMCS**, **UHS**, **OHR** or other members of university leadership.

Continue to provide support to the individual as appropriate.

FMCS, with information from **CHWB**, will assess the need for a closure of the impacted space(s).

If necessary, **OHR** will support the **Deans/Dept. Heads/PSO** in communicating status of a case with impacted unit.

OHR

UHS/Allegheny County Health Dept. (contact tracing)

EMT

CCT (for classroom notifications)

FMCS

Deans/Dept. Heads

EHS (for laboratory notifications)

DEFINITIONS

CCT	COVID Coordination Team Communication Representative(s)
CHWB	Community Health and Well-Being
EHS	Environmental Health and Safety
EMT	Executive Management Team
FMCS	Facilities Management and Campus Services
OHR	Office of Human Resources
PSO	Pandemic Safety Officer
UHS	University Health Services
Confirmed	A diagnosis confirmed by a positive COVID-19 test conducted by an accredited medical lab.
Probable	Symptomatic after contact with an individual who has a confirmed COVID-19 diagnosis.

* Information regarding your circumstances will only be shared as necessary for the university to safeguard the community and to comply with any applicable laws or government orders.