If you are experiencing potential COVID-19 symptoms, suspect you have COVID-19, or have had close contact with someone diagnosed with COVID-19, follow these three simple steps. The scope of this process identifies the organizations involved and actions taken to respond, coordinate and communicate accordingly.

1. **Assess & Connect**
   - After taking the Daily Self-Assessment Survey, if you answered yes to any of the symptom-related questions, please contact your primary healthcare provider.
   - They will provide you guidance in treating symptoms and keeping others around you safe.
   - If you were planning to be on campus, but exhibit COVID-19 symptoms, you must stay home.
   - If you need assistance finding a primary healthcare provider, call the number for your insurance carrier on your insurance card for assistance.
   - If you are experiencing a medical emergency, contact 911.

2. **Report**
   - If you are probable or confirmed positive for COVID-19, you must report this information to CHWB at: CHWB@andrew.cmu.edu.
   - CHWB will inform OHR of the report in order for you to be provided guidance regarding leave and other benefits.
   - 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.

3. **Support**
   - You will not be able to return to on-site work until having received clearance by a healthcare provider and provide documentation to OHR at leavemgmt@andrew.cmu.edu.
   - OHR has provided guidance about support and available options.
   - https://www.cmu.edu/hr/assets/coronavirus/work-leave-options-matrix.pdf

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

**DEFINITIONS**

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>CHWB</td>
<td>Community Health and Well-Being</td>
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<tr>
<td>OHR</td>
<td>Office of Human Resources</td>
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<td>UHS</td>
<td>University Health Services</td>
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<td>Confirmed</td>
<td>A diagnosis confirmed by a positive COVID-19 test conducted by an accredited medical lab.</td>
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<tr>
<td>Probable</td>
<td>Symptomatic after contact with an individual who has a confirmed COVID-19 diagnosis.</td>
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