Process for Faculty/Staff Who Receive a Positive COVID-19 Test Result

If a CMU faculty or staff member receives a COVID-19 positive test result, the following steps will be followed.

1. **Inform & Connect**
   - **If test was administered by CMU via Tartan Testing**
     If your test result is “Detected-Positive” for COVID-19, you will be notified of your test result by receiving an email from University Health Services. To access your test results, log on to HealthConnect at [https://cmu.edu/healthconnect](https://cmu.edu/healthconnect) with your Andrew username: Select Medical Records from the left navigation menu. Select Labs from the toolbar at the top of the screen. Click on the lab report to review the test results.
   - **If test was NOT administered by CMU via Tartan Testing**
     If you are probable or confirmed positive for COVID-19, you must report this information to Community Health and Well-Being (CHWB) at CHWB@andrew.cmu.edu.

2. **Isolation & Support**
   - **Isolate**
     It is important for you to remain isolated to care for yourself and the community.
     OHR has provided guidance about support and available options.
     CHWB will inform OHR of the correct dates of isolation in order for you to be provided guidance regarding leave and other benefits.
     FMCS, with information from CHWB, will assess the need for a closure of any impacted space(s). If necessary, OHR will support supervisors in communicating the status of a case with impacted unit.
     CHWB will initiate the classroom and/or laboratory notification process if a COVID-19 positive individual was in the classroom or lab during their infectious period. No identifying information will be shared.

3. **Clearance**
   - **After a minimum of 10 Days**
     You will not be able to return to campus until you have received clearance by a health care provider. You must complete the clearance process through OHR before returning to work.
     leavemgmt@andrew.cmu.edu.

**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>FMCS</td>
<td>Facilities Management and Campus Services</td>
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<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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<td>Probable</td>
<td>An unvaccinated person who is symptomatic after close contact with an individual who has a confirmed COVID-19 diagnosis.</td>
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