

Mandatory reporting of COVID-19 cases, exposures and symptoms

Emailed April 8, 2021

To students, faculty and staff:

As we continue to take necessary steps to keep our campus safe and mitigate the spread of COVID-19 while balancing the privacy rights of our community members, we wanted to send this important reminder regarding reporting requirements. **All employees and students must complete the online [COVID-19 Report Form](#) if they meet one of the following criteria:**

- 1) You are known to have COVID-19 by medical diagnosis or by testing positive - even if you are not showing symptoms of COVID-19.
- 2) You have been informed that you were in close contact with another person who was medically diagnosed or tested positive for COVID-19.
- 3) You have any of the following symptoms of COVID-19: fever/chills, cough, shortness of breath/difficulty breathing, fatigue, muscle/body aches, headache, new loss of taste/smell, sore throat, congestion/runny nose, nausea/vomiting, diarrhea, new rash.
- 4) You have learned that an EMU community member (student, faculty, staff, employee) has tested positive for COVID-19 or has been medically diagnosed with COVID-19.

Individuals who learn directly from another member of the EMU community that the community member has been exposed to, tested positive for, or displayed symptoms of COVID-19 should complete the online [COVID-19 Report Form](#) but should not share that information with anyone else. This includes refraining from communicating any information with students in a class.

Once the Report Form is received by the EMU Telehealth Clinic and Dean of Students, case investigation and contact tracing will begin on behalf of the Washtenaw County Health Department and appropriate mitigating actions put in place.

Although employees are required to complete the COVID-19 Report Form if they meet one of the criteria listed above, employees are not required to notify their supervisors if they have been exposed to, or tested positive for, COVID-19. In the event that an employee does notify their supervisor of a positive test or exposure, the supervisor should follow the reporting procedure described above. The supervisor or the case investigation team **may not share information regarding the positive test result or exposure with any unauthorized University employees in the interest of protecting individual privacy. Supervisors needing assistance should contact Human Resources.**

Please contact EMU Telehealth at [EMU Telehealth@emich.edu](mailto:EMU_Telehealth@emich.edu) or 734-487-3865 if you have questions about this process.

As always, you can review the University's COVID-19 policies and COVID-19 Dashboard, access online forms, and learn about other resources at EMU's central [COVID-19 mitigation and prevention website](#).