

Questions Regarding Reporting of COVID-19 Cases

Sept. 11, 2020

To Employees:

Thank you so much for reviewing the important email we sent regarding reporting COVID-19 cases on campus. We wanted to make a few clarifications to calm some fears that have arisen about reporting cases.

Most importantly, the COVID-19 Report Form DOES NOT go to an employee's supervisor, to management within any department on campus, or to anyone in the EMU upper administration. It goes only to the University's liaison to the Washtenaw County Health Department and the two employees in charge of keeping records on testing and positive tests within the University community. Completion of the form will not divulge a person's COVID status outside of these channels, which are absolutely critical to maintaining the safety of the campus environment.

Moreover, no supervisor at Eastern should ever inquire about an employee's COVID status. If a supervisor receives notification that an employee has not passed the daily COVID Pass screening, or is told that an employee is feeling sick, the supervisor should not ask whether the employee is COVID-positive. It is for the employee alone to determine whether and how to notify their supervisor.

The only time others in an employee's work environment will be contacted is if they have been exposed to COVID-19 via close contact with an individual diagnosed with or who has tested positive for the virus. In such cases, the Washtenaw County Health Department will contact the individual for appropriate quarantining precautions and other information.

As we noted in today's earlier message, employees should complete the University's [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.
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.

Finally, it is worth repeating that the University **will never** discriminate against an employee based on that employee's COVID status. During this public health crisis and state of emergency, completion of the COVID-19 Report Form is critically important to our ability to document cases accurately, conduct contact tracing if and when necessary, and communicate positive cases promptly and fully to the WCHD.

For more information about this and other safety measures the University has in place, visit the University's [COVID-19 website](#).

Thank you once again for doing your part to keep #EMUSafe.