

## COVID-19 Faculty and Staff Case Management

### Co-Worker Notification Guidance for Managers and Supervisors

*Using Arts & Sciences Building Email Distribution Lists*

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#### **Policy Highlights**

Co-worker notification is a component of the faculty/staff positive case management protocol. The specifics of the protocol can be found here: [Responding to Suspected COVID-19 Cases for an Academic Division Employee](#) (requires NetBadge).

As a manager/supervisor, you will be notified by Employee Health via a secure Zix email if an employee receives a positive test result. This notification will include a standard email you will be asked to send to co-workers. A “co-worker” is a faculty member, staff member, or student who has been physically working on-site during the last 14 days. Co-worker notification is required by law to provide information to individuals in the workplace of a positive case; provide transparency; and to allow for any appropriate actions that may be required. In all cases, managers must maintain the confidentiality of the identity of the individual who has tested positive.

Managers and supervisors **should not contact individuals to determine whether or not they came in contact with someone with a positive diagnosis**. “Co-worker notification” is not the same as contact tracing. The Virginia Department of Public Health is responsible for contact tracing, which involves connecting with individuals who may have come in close contact with a confirmed positive case. Co-worker notification operates very differently and is simply a notification that someone in the workplace has tested positive.

#### **Deciding Who to Notify**

Managers and supervisors are in the best position to make the determination as to who should receive the co-worker notification, as they are responsible for employee work assignments and should have a sense of who may and may not have been in the workplace with an employee who tests positive. Keep in mind that the notification is not an indication that someone in the work environment is at risk. In deciding who to notify, the most important measure to evaluate is: **was the positive case an employee who was physically on Grounds during the last 14 days and if so, what is a reasonable assessment of who was also on Grounds that should be made aware?**

#### **Using the Email Distribution Lists for Buildings**

To assist you with co-worker notification, we have created email distribution lists for each building. These lists include the faculty, staff, doctoral students, and any student receiving wages located in the building based on their workplace location assignment in Workday.

#### **When do I use the building email list to send the co-worker notification email provided by Employee Health?**

If you have identified appropriate co-workers to receive the notification, you do **not** need to use the building email distribution list. Individuals who are working remotely **all the time** likely do not need to know of a confirmed positive case since they are not likely to have been exposed. If you are unsure whether an employee(s) or student worker(s) should be included in the notification, we recommend erring on the side of caution and considering the use of the building email list. Being broad and inclusive in the notification mitigates the risk of missing anyone who should have been notified.

#### **Do I have to use the building email list?**

No. The building email list is simply a resource for Arts & Sciences managers and supervisors - not a requirement. Since sending broad notifications may cause concerns about whether those in receipt of the notification were exposed to the positive co-worker, we ask that you use discretion when using the building email list. Based on your assessment of who may and may not have been in the workplace with the employee who tested positive, the building email list is an optional tool for your carefully considered use.

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#### How were the lists created?

Based on the data in Workday, we included faculty, staff, and students receiving compensation as of August 30, 2020. Based on the primary location of the program/department, we have also included doctoral students in the building email distribution lists. If a faculty member is assigned to classroom, they have **also** been included that building list.

#### Do the building email distribution lists include individuals that are working remotely (part time or full time)?

Yes, the building email distribution lists include everyone located in the building based on their workplace location assignment in Workday – regardless of their current physical work arrangement.

#### How do I find my building?

The building name is in the email address. Please review the list to find your building. If you have questions, please contact Aimee Steussy ([ans5a@virginia.edu](mailto:ans5a@virginia.edu)).

### **Building Notification Email Addresses**

These lists include staff, faculty, doctoral students, and student workers.

- [as\\_C19-dawsons\\_row\\_2@virginia.edu](mailto:as_C19-dawsons_row_2@virginia.edu)
- [as\\_C19-1517\\_univ\\_ave@virginia.edu](mailto:as_C19-1517_univ_ave@virginia.edu)
- [as\\_C19-astronomy\\_bld@virginia.edu](mailto:as_C19-astronomy_bld@virginia.edu)
- [as\\_C19-bryan\\_hall@virginia.edu](mailto:as_C19-bryan_hall@virginia.edu)
- [as\\_C19-chemistry\\_bld@virginia.edu](mailto:as_C19-chemistry_bld@virginia.edu)
- [as\\_C19-clark\\_hall@virginia.edu](mailto:as_C19-clark_hall@virginia.edu)
- [as\\_C19-brooks\\_hall@virginia.edu](mailto:as_C19-brooks_hall@virginia.edu)
- [as\\_C19-2420\\_oldivy\\_rd@virginia.edu](mailto:as_C19-2420_oldivy_rd@virginia.edu)
- [as\\_C19-bond\\_house@virginia.edu](mailto:as_C19-bond_house@virginia.edu)
- [as\\_C19-CarterHarrison@virginia.edu](mailto:as_C19-CarterHarrison@virginia.edu)
- [as\\_C19-cocke\\_hall@virginia.edu](mailto:as_C19-cocke_hall@virginia.edu)
- [as\\_C19-boars\\_head\\_5@virginia.edu](mailto:as_C19-boars_head_5@virginia.edu)
- [as\\_C19-wilson\\_hall@virginia.edu](mailto:as_C19-wilson_hall@virginia.edu)
- [as\\_C19-drama\\_build@virginia.edu](mailto:as_C19-drama_build@virginia.edu)
- [as\\_C19-dynamics\\_build@virginia.edu](mailto:as_C19-dynamics_build@virginia.edu)
- [as\\_C19-fayerweather@virginia.edu](mailto:as_C19-fayerweather@virginia.edu)
- [as\\_C19-gilmer\\_hall@virginia.edu](mailto:as_C19-gilmer_hall@virginia.edu)
- [as\\_C19-south\\_lawn@virginia.edu](mailto:as_C19-south_lawn@virginia.edu)
- [as\\_C19-levering@virginia.edu](mailto:as_C19-levering@virginia.edu)
- [as\\_C19-michie\\_south@virginia.edu](mailto:as_C19-michie_south@virginia.edu)
- [as\\_C19-kerchof\\_hall@virginia.edu](mailto:as_C19-kerchof_hall@virginia.edu)
- [as\\_C19-ruffin\\_hall@virginia.edu](mailto:as_C19-ruffin_hall@virginia.edu)
- [as\\_C19-minor\\_hall@virginia.edu](mailto:as_C19-minor_hall@virginia.edu)
- [as\\_C19-randall\\_hall@virginia.edu](mailto:as_C19-randall_hall@virginia.edu)
- [as\\_C19-plsb@virginia.edu](mailto:as_C19-plsb@virginia.edu)
- [as\\_C19-n\\_cabell\\_hall@virginia.edu](mailto:as_C19-n_cabell_hall@virginia.edu)
- [as\\_C19-o\\_cabell\\_hall@virginia.edu](mailto:as_C19-o_cabell_hall@virginia.edu)
- [as\\_C19-halsey\\_hall@virginia.edu](mailto:as_C19-halsey_hall@virginia.edu)
- [as\\_C19-monroe\\_hall@virginia.edu](mailto:as_C19-monroe_hall@virginia.edu)
- [as\\_C19-hunt\\_smith\\_bld@virginia.edu](mailto:as_C19-hunt_smith_bld@virginia.edu)
- [as\\_C19-watson\\_manor@virginia.edu](mailto:as_C19-watson_manor@virginia.edu)
- [as\\_C19-h\\_energy\\_phys@virginia.edu](mailto:as_C19-h_energy_phys@virginia.edu)
- [as\\_C19-harrison\\_inst@virginia.edu](mailto:as_C19-harrison_inst@virginia.edu)
- [as\\_C19-millmont@virginia.edu](mailto:as_C19-millmont@virginia.edu)
- [as\\_C19-phys\\_j-beams@virginia.edu](mailto:as_C19-phys_j-beams@virginia.edu)

If you need to make a change to list, please contact Aimee Steussy ([ans5a@virginia.edu](mailto:ans5a@virginia.edu)).