<table>
<thead>
<tr>
<th>Scenario</th>
<th>Process or Procedure</th>
<th>Contact Information</th>
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| I have been told by a medical professional that I have tested positive for COVID-19. | Seek medical advice immediately. Contact your supervisor and inform them that you have tested positive for COVID-19. Self-quarantine and do not report to work. You will be required to produce a medical release to return to work. | Employee’s supervisor  
UWL Contact Tracer Team (608.785.8559)  
Human Resources (608.785.8013) |
| I have been contacted by a medical professional or a contact tracer informing me that I have been in close contact with a person who has tested positive for COVID-19. | Seek medical advice if you have not already. Contact your supervisor immediately. You may be asked to self-isolate for 14 days and monitor your symptoms. | Employee’s supervisor  
UWL Contact Tracer Team (608.785.8559)  
Human Resources (608.785.8013) |
| My employee is showing symptoms of COVID-19, how should I address the situation? | Send the employee home and ask them to call their medical provider. Notify the UWL Contact Tracing Team immediately. | Employee’s supervisor  
UWL Contact Tracer Team (608.785.8559)  
Human Resources (608.785.8013) |
| My co-worker is showing symptoms of COVID-19, how should I address the situation? | Only report the situation to your supervisor. Do not share your observations with others (outside of your supervisor) out of respect and privacy for your co-worker. | Employee’s Supervisor |
| I notice someone not wearing a mask, what should I do? | It is everyone’s responsibility to ensure safety and welfare of the university community. Kindly ask the person to put their mask on or direct them to where they can access a replacement if they do not have one. | No reporting necessary unless person refuses  
Report to your supervisor or Human Resources  
Visit Facilities Management and Planning to find the locations of extra masks |
| I recently learned I was in an area that a suspected or confirmed positive case of COVID-19 was reported, should I self-quarantine? | **Contacted by medical professional or contact tracer**  
Seek medical advice if you have not already. Contact your supervisor immediately. You may be asked to self-isolate for 14 days and monitor your symptoms.  
**Not contacted by medical professional or contact tracer**  
Consult with your medical provider.  
Quarantine may not be necessary. Consult with your supervisor. | Employee’s supervisor  
UWL Contact Tracer Team (608.785.8559)  
Human Resources (608.785.8013)  
Employee’s medical provider |