



## UNDERSTANDING DREXEL COVID-19 CONTACT PROTOCOL - DO'S AND DON'TS

You may have heard a co-worker has COVID-19. A student may send an email that they have been exposed to an infected housemate. There are countless ways you can hear about COVID-19 infection. At Drexel, we ask that you stay calm and please follow protocol.

The scenarios below pertain to first-hand information. Please do not act on second-hand information/rumors.

***If you believe you have been in contact with someone who has tested positive or is presumed positive (i.e., someone who has COVID-19 symptoms AND has had a confirmed exposure to someone who has tested positive)...***

### Do's

- Notify your immediate supervisor (do not reveal names) of the potential exposure
- Remove yourself from the workplace.
- Determine if this is a true exposure:
  - » Students should contact the Student Health Center by phone (215.220.4700) or through the [Drexel Health Tracker app](#)
  - » Faculty and staff should notify their primary care physician and then immediately after calling your provider contact [covid19health@drexel.edu](mailto:covid19health@drexel.edu)
- While waiting for guidance, quarantine.
- If deemed a true exposure you will be asked to quarantine for 14 days *regardless* of negative COVID-19 test, unless advised differently by the university COVID-19 team.
- Monitor symptoms via Drexel Health Tracker app.
- Faculty and staff will receive further guidance regarding FMLA and the return-to-work process following notification to [covid19health@drexel.edu](mailto:covid19health@drexel.edu)

### Don'ts

- Don't discuss health conditions or share name(s) or contact info of positive case(s).
- Don't attempt to contact trace.
- Don't provide any medical advice or impose any quarantine(s) unless directed by a health care professional.
- Don't return to work until cleared by Drexel's Occupational Health Provider.

***If you have been in contact with someone else who was in contact with a positive or presumed positive case...***

**Do's**

- Continue to work as normal following all established protocols (contact of a contact is not a risk).
- Monitor symptoms via Drexel Health Tracker app.
- Notify [covid19health@drexel.edu](mailto:covid19health@drexel.edu) if you develop symptoms.
- Contact your primary care provider if you develop symptoms.

**Don'ts**

- Don't discuss health conditions or share name(s) or contact info of positive case(s).
- Don't attempt to contact trace.

***If you learn that a student or employee has tested positive or had a potential exposure...***

**Do's**

- Advise the student to contact Student Health and/or the employee to contact [covid19health@drexel.edu](mailto:covid19health@drexel.edu)
- Recognize that some students or employees may need to quarantine for 14 days since last exposure.
- Understand that contract tracing will be handled by the Student Health Center and trained contact tracers.

**Don'ts**

- Don't discuss/share health conditions or contact info of positive cases.
- Do not start or forward any communications that may have names or medical information included.
- Don't attempt to contact trace.
- Don't provide any medical advice or impose any quarantine(s) unless directed by a medical professional.
- Don't tell employee/student to return to work/class until cleared by Drexel's Occupational Health provider or Student Health, respectively.