

# PROTOCOL FOR POSITIVE COVID-19 TEST REPORTING AND NOTIFICATION

# FOR EMPLOYEES

**1**  
TEST

**2**  
RECORD  
RESULTS

**3**  
NOTIFY

**Employees tested  
on campus** by  
University Health  
Services (UHS)

**Employees tested  
in Dane County**  
Test sites send positive  
results to UHS.

**Employees tested outside  
of Dane County**  
Employees expected to report positive tests to  
UHS at: [covidresults@wisc.edu](mailto:covidresults@wisc.edu), 608-890-0000,  
or at [go.wisc.edu/CovidReport](https://go.wisc.edu/CovidReport)

**University Health Services**  
records all positive tests

UHS notifies  
**Environment,  
Health and  
Safety (EHS)**

**EHS will guide  
cleaning of  
facilities**  
if necessary.

UHS notifies  
**Divisional Disability  
Representatives (DDR)**

**DDRs will notify supervisors  
and deans/directors**, sharing  
only information necessary to  
support contact tracing efforts  
and workplace safety.

**DDRs will contact  
employees** who test  
positive to provide  
guidance and resources,  
including leave options.

**UHS begins  
contact tracing**  
UHS and local  
public health  
departments will  
notify individuals  
who have had close-  
contact exposure to  
quarantine or isolate.

**ALL EMPLOYEES  
WHO TEST  
POSITIVE:**

Isolate yourself  
from others:  
[go.wisc.edu/isolate](https://go.wisc.edu/isolate)

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Notify supervisors  
of absence.