Helping Wolves Stay Healthy
What To Do If a Student Reports They Have Been Exposed To or Have Tested Positive for COVID-19

The University of West Georgia is prepared for situations in which students and employees report testing positive for COVID-19 or that they have been exposed to someone who tested positive for COVID-19. Your role as a university employee involves calm, care, and the proper referral to members of the UWG team.

Unless identified otherwise, it is not your role to perform contact tracing, to tell other students or employees the name of the student who tested positive, or to disinfect a classroom or facility. UWG teams will work with the Georgia Department of Public Health to begin contact tracing and notifications, and professional Campus Planning and Facilities personnel will perform cleaning and sanitization duties.

If a student tells you they believe they’ve been exposed to COVID-19 or have tested positive for COVID-19:

- **Support the student with care.** Remember that this student is likely scared and has reached out to you for guidance and advice. Be there for them.
- **Direct the student to the Student COVID-19 Reporting Form.** Either send them the link via email, or direct them to the top of their MyUWG page at www.westga.edu/myuwg. Explain it is best for them to complete the form, as they may need to consult with a roommate or parent/guardian.
- **Let the student know they'll hear from the UWG Cares Team within 48 hours if they've reported testing positive.** Encourage the student to respond to follow-up contact they'll receive at the telephone number they provide.
- **Tell your supervisor.** Inform your supervisor that a student shared this information with you and that you followed the proper steps listed above. If you have come in significant contact with the student (less than 6 feet for more than 15 minutes) in the past two days, let your supervisor know. Then, connect with the Human Resources COVID-19 Response Team by calling 678-839-6111 or emailing covid-hr@westga.edu.
- **Protect your own health.** Model safe practices such as wearing a face covering, social distancing, and hand-washing.