



HR Update #2 - Revised COVID-19 Faculty and Staff Reporting Protocol – 3/19/20

Dear ACPHS Faculty and Staff:

A number of you have contacted us with information about exposure or symptoms related to the coronavirus (COVID-19). The **first** thing you should do if you believe you have been exposed or are experiencing [coronavirus symptoms](#) is contact your healthcare provider. If you need immediate healthcare assistance, call 9-1-1 or your local emergency room. DO NOT GO TO HOSPITAL WITHOUT CALLING FIRST. You must self-isolate while seeking medical care.

In terms of notifying ACPHS, we have set up a confidential reporting system. Instead of contacting a staff member or administrator, [please fill out this confidential online form](#) ONLY if you:

1. Have been exposed to a person with COVID-19
2. Have symptoms that might be COVID-19
3. Are being tested for COVID-19
4. Have been diagnosed with COVID-19

This information will help us track the effect of the outbreak on our campus community. Your specific information will be shared only with Human Resources, and your supervisor will be notified if this affects your work schedule.

ACPHS will continue to update the campus community via email and our [ACPHS Coronavirus web page](#). You can send questions via email to: Coronavirus-Questions@acphs.edu.