

## APPENDIX A

### **Reporting Protocol**

1. All suspected or confirmed cases of COVID-19 (that were not diagnosed/treated by the [University Health Center](#)) should be reported to the Office of Environmental Health and Safety using telephone numbers 423-439-6028 (EH&S) or 423-439-7900 (Facilities Management). If the [University Health Center](#) treated/diagnosed you, their staff will contact EH&S.
2. Staff in the Office of Environmental Health and Safety will utilize a COVID-19 Self-Report Questionnaire to gather all pertinent information, such as the building, office, classroom and other specific area the person may have visited on-campus during the 48-hour time period before the person began to experience COVID-19 symptoms. The COVID-19 Self-Report Questionnaire will be stored securely with access restricted. Names of faculty, staff and students and their medical information will be treated as confidential to the extent permitted by law.
3. Information necessary to perform remediation will be extracted from the COVID-19 Self-Report Questionnaire and recorded in the COVID-19 Response Log.
4. An assessment will be conducted to determine what remedial action will be undertaken, and may include one or more of the following:
  - i. Restricting access to the affected areas
  - ii. Use of disinfectant foggers to remove airborne respiratory droplets
  - iii. Use of EPA approved disinfectants with an electrostatic sprayer to decontaminate soft surfaces and Virex II-256 for hard surfaces
  - iv. Environmental testing of various surfaces to determine efficacy of remediation
5. The Office of Environmental Health and Safety will coordinate *the Facilities Management Coronavirus Response Team* to decontaminate the affected areas.
6. The Office of Environmental Health and Safety will serve as the point of contact for the TN Department of Health and university infectious disease physician.