

**General guidance when a lab member tests positive for COVID-19, has traveled or has come in contact with a positive COVID-19 case at home or in the community:**

VUMC-employed faculty, staff and postdocs should report to their PI or Core Director, and to Occupational Health:

- **Guidelines:** <https://www.vumc.org/health-wellness/news-resource-articles/2019-novel-coronavirus-covid-19-monitoring-employees>
- **Notification form:** <https://redcap.vanderbilt.edu/surveys/?s=N8P7FHA4JD>

Graduate students should report to their PI and to Student Health:

- **More information:** <https://www.vanderbilt.edu/coronavirus/fall-2020/fall-2020-graduate-and-professional-students/>
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**Responsibilities of Lab PI or Core Director, when lab member(s) tests positive for COVID-19:**

1. Ensure lab member has reported positive test to [Occupational Health](#) or [Student Health](#) as appropriate.
2. Follow [Occupational Health guidance](#) related to any quarantine or isolation of impacted lab members and contact tracing
  - *If graduate students are involved*, refer to [VU guidance for graduate and professional students](#).
3. Notify of incidence (location without personal identifying information):
  - Department chair
  - Senior Director, [Office of Research](#)
  - Senior Director, [Office of Clinical & Research Safety](#) - formerly VEHS
  - *If graduate students are involved*, Dean of the [Graduate School](#)
4. Clean and disinfect lab and adjacent space(s)
  - For laboratories, PIs and Core Directors should follow [CDC Guidelines for Cleaning and Disinfecting your Facility](#), and if needed consult [Office of Clinical & Research Safety](#) for additional guidance at 615-322-2057
  - For offices, common areas, hallways offices or other administrative areas: Contact housekeeping (Environmental Services) for assistance: 615-322-6107
5. Work with department administration and HR regarding pay, flexPTO and work exemptions for any impacted VUMC-employed staff
  - [Pay and flexPTO](#)
  - [Exemption/accommodation process](#)
6. Review and ensure compliance by lab members with VUMC guidelines:
  - [Universal Masking Guidelines](#)
  - [Research enterprise functions](#)
  - [General VUMC guidance](#)