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:
- **Notification form:** [https://redcap.vanderbilt.edu/surveys/?s=N8P7FHA4JD](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/](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