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**Date:** Tuesday, March 17, 2020 at 3:13 PM  
**To:** "[ithelp@ucdavis.edu](mailto:ithelp@ucdavis.edu)" <[ithelp@ucdavis.edu](mailto:ithelp@ucdavis.edu)>  
**Subject:** COVID-19 Community Reporting Protocol

## A Letter From Provost Ralph J. Hexter

March 17, 2020

### MEMBERS OF THE UC DAVIS COMMUNITY

In these unprecedented times, we have taken drastic measures attempting to contain the spread of COVID-19. Unfortunately, the County Health Authorities have moved beyond containment into mitigation strategies. So, we need to plan for the eventuality of a member of our campus community testing positive for COVID-19.

The campus has an obligation to review, verify, and report when this happens. When you have personal knowledge of testing positive yourself **for COVID-19**, or an immediate family member testing positive, or know of a colleague who has tested positive, please adhere to the campus reporting protocol and **immediately** notify:

Reporting Points for <b>Main Campus</b> Employees and Staff	Reporting Points for <b>Health Campus</b> Faculty, Students, Employees and Staff
1. Campus Privacy Office at <a href="mailto:privacy@ucdavis.edu">privacy@ucdavis.edu</a> <b>AND</b> 2. For faculty and staff, Occupational Health at <a href="mailto:occupationalhealth@ucdavis.edu">occupationalhealth@ucdavis.edu</a> or 530-752-6051 <b>OR</b> 2. For students, Mary Macias at Student Health at <a href="mailto:memacias@ucdavis.edu">memacias@ucdavis.edu</a> or 530-752-6559	Kirsten C. Stevenson Interim Deputy Chief Human Resources Officer <a href="mailto:deputychro@ucdavis.edu">deputychro@ucdavis.edu</a>

By adhering to this protocol, you help the University protect the individual's right to privacy and protect the community. The University will then communicate potential COVID exposure to all members of the community without compromising the privacy and confidentiality of an individual person's diagnosis.

To promote calm, swift, and accurate community notification, we ask that you not share such information beyond the above contact points. The Campus will activate its notification protocol to ensure the campus community is rapidly and accurately advised.

Remember to stay current and up to date on our campus response at <https://www.ucdavis.edu/coronavirus/news/updates>.

Thank you for your continued dedication and resilience to our UC mission.

**Sincerely,**

**Ralph J. Hexter**

Provost and Executive Vice Chancellor

