# Process Overview for Faculty & Staff when COVID-19 Symptoms Are Identified

If you have been diagnosed with COVID-19, or are experiencing potential COVID-19 symptoms, suspect you have COVID-19, or have had close contact with someone diagnosed with COVID-19, follow these steps.

Note: Information regarding your circumstances will only be shared as necessary for the university to safeguard the community and to comply with any applicable laws or government orders.

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| If you have been diagnosed with COVID-19 | 1- Inform Human Resources.  
2- Inform your supervisor (for faculty, area head or Dean; for staff, manager or director).  
3- HR will conduct contact tracing. This consists of an interview where you will be required to provide as much information as possible about close contacts (physical contact or within 2 meters for more than 15 minutes or more than 2 meters distance but in the same room for an extended period of time) in the 14 days preceding your diagnosis.  
4- Student Affairs will conduct contact tracing for incidents involving students in the classrooms and labs.  
5- Those close contacts will be notified. Your identity will be protected during this process. | 1- Remain isolated per MoPH instructions, to care for yourself and the community.  
2- Follow all MoPH instructions.  
3- HR will be in contact with you on a regular basis to provide support and guidance.  
4- FM will lock the areas and spaces identified for 24 hours after which sanitization is carried out.  
5- Academic Affairs will assign alternative classrooms and labs if needed and will communicate with Faculty and Students. | 1- After 14 days, your Ehteraz will turn green; please do not return to campus until you are feeling well.  
2- You will receive an SMS from MoPH confirming that you are cleared from COVID-19.  
3- Provide a copy of the SMS and a copy of your green Ehteraz status to HR before returning to campus.  
4- If you did not receive an SMS from MoPH, request a clearance report from your Health Center and provide a copy to HR. |

| If you experience COVID-19 symptoms before coming to campus | 1- Stay home.  
2- Call the Ministry of Public Health (MoPH) hotline 16000; they will provide you guidance on the next step to take. | 1- Inform your supervisor if you are missing a day at work. | 1- Take a PCR test at one of the dedicated MoPH health centers.  
2- Isolate at home while waiting for the test results. | 1- If the test result is positive follow the process for "I have been diagnosed with COVID-19".  
2- If the test result is negative, you can return to the building when the symptoms have stopped. |
| If you experience COVID-19 symptoms while on campus | 1- Call MoPH hotline 16000.  
2- If you are able to, leave the building and follow MoPH guidance.  
3- If you are waiting for transportation, stay in your office if you have a private office or request from FM/Security & Safety to use the dedicated isolation room.  
4- Call the security control room at 4454 8550 if you need an ambulance. | 1- Inform your supervisor. | 1- Take a PCR test at one of the MoPH designated test centers, if advised by MoPH.  
2- If you took the PCR test, isolate at home while waiting for the test results.  
3- If advised not to take the PCR test, stay at home until the symptoms have stopped and you are feeling better.  
4- Inform your supervisor if you need to take a sick leave or PTO. | 1- If the test result is positive follow the process for "I have been diagnosed with COVID-19".  
2- If the test result is negative, you can return to the building when the symptoms have stopped and you are feeling better. |
| If you have had close contact with someone diagnosed with COVID-19 | 1- Call MoPH hotline 16000; follow their guidance. | 1- Follow MoPH guidance if advised to take the PCR test.  
2- Inform your supervisor if you are missing a day at work. | 1- Take a PCR test at one of the MoPH designated test centers. Isolate at home while waiting for the test results. | 1- If the test result is positive follow the process for "I have been diagnosed with COVID-19".  
2- If the test result is negative, you should self-isolate for the duration recommended by MoPH. |
| If you are experiencing a medical emergency not related to COVID-19 | 1- Call 999 and ask for assistance.  
2- Inform the security or concierge at your compound or residential building to provide access to the paramedics if needed. | 1- Inform Human Resources if you need assistance. | 1- Inform your supervisor. | 1- If the test result is positive follow the process for "I have been diagnosed with COVID-19".  
2- If the test result is negative, you should self-isolate for the duration recommended by MoPH. |
**Close Contacts:**

- Person having had a **physical contact** with a COVID-19 diagnosed case.
- Person having a face to face contact with a COVID-19 case **within 2 meters for more than 15 minutes**.
- Person staying with a COVID-19 diagnosed case with more than 2 meters distance but **in the same room for an extended period of time**.

**Contacts:**

**Human Resources:**

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