

## 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.

Assess	Connect	Report	Care & Support	Returning to Campus
<p>If you have been diagnosed with COVID-19</p>		<ol style="list-style-type: none"> <li>1- Inform Human Resources.</li> <li>2- Inform your supervisor (for faculty, area head or Dean; for staff, manager or director).</li> <li>3- HR will conduct contact tracing. This consists of an interview where you will be required to provide as much information as possible about <b>close contacts</b> (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.</li> <li>4- Student Affairs will conduct contact tracing for incidents involving students in the classrooms and labs.</li> <li>5- Those close contacts will be notified. Your identity will be protected during this process.</li> </ol>	<ol style="list-style-type: none"> <li>1- Remain isolated per MoPH instructions, to care for yourself and the community.</li> <li>2- Follow all MoPH instructions.</li> <li>3- HR will be in contact with you on a regular basis to provide support and guidance.</li> <li>4- FM will lock the areas and spaces identified for 24 hours after which sanitization is carried out.</li> <li>5- Academic Affairs will assign alternative classrooms and labs if needed and will communicate with Faculty and Students.</li> </ol>	<ol style="list-style-type: none"> <li>1- After 14 days, your Ehteraz will turn green; please do not return to campus until you are feeling well.</li> <li>2- You will receive an SMS from MoPH confirming that you are cleared from COVID-19.</li> <li>3- Provide a copy of the SMS and a copy of your green Ehteraz status to HR before returning to campus.</li> <li>4- If you did not receive an SMS from MoPH, request a clearance report from your Health Center and provide a copy to HR.</li> </ol>
<p>If you experience COVID-19 symptoms before coming to campus</p>	<ol style="list-style-type: none"> <li>1- Stay home.</li> <li>2- Call the Ministry of Public Health (MoPH) hotline 16000; they will provide you guidance on the next step to take.</li> </ol>	<ol style="list-style-type: none"> <li>1- Inform your supervisor if you are missing a day at work.</li> </ol>	<ol style="list-style-type: none"> <li>1- Take a PCR test at one of the dedicated MoPH health centers.</li> <li>2- Isolate at home while waiting for the test results.</li> </ol>	<ol style="list-style-type: none"> <li>1- If the test result is positive follow the process for "I have been diagnosed with COVID-19".</li> <li>2- If the test result is negative, you can return to the building when the symptoms have stopped.</li> </ol>

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<p>If you experience COVID-19 symptoms while on campus</p>	<ol style="list-style-type: none"> <li>1- Call MoPH hotline 16000.</li> <li>2- If you are able to, leave the building and follow MoPH guidance.</li> <li>3- If you are waiting for transportation, stay in your office if you have a private office or request from FM/Security &amp; Safety to use the dedicated isolation room.</li> <li>4- Call the security control room at 4454 8550 if you need an ambulance.</li> </ol>	<ol style="list-style-type: none"> <li>1- Inform your supervisor.</li> </ol>	<ol style="list-style-type: none"> <li>1- Take a PCR test at one of the MoPH designated test centers, if advised by MoPH.</li> <li>2- If you took the PCR test, isolate at home while waiting for the test results.</li> <li>3- If advised not to take the PCR test, stay at home until the symptoms have stopped and you are feeling better.</li> <li>4- Inform your supervisor if you need to take a sick leave or PTO.</li> </ol>	<ol style="list-style-type: none"> <li>1- If the test result is positive follow the process for "I have been diagnosed with COVID-19".</li> <li>2- If the test result is negative, you can return to the building when the symptoms have stopped and you are feeling better.</li> </ol>
<p>If you have had close contact with someone diagnosed with COVID-19</p>	<ol style="list-style-type: none"> <li>1- Call MoPH hotline 16000; follow their guidance.</li> </ol>	<ol style="list-style-type: none"> <li>1- Follow MoPH guidance if advised to take the PCR test.</li> <li>2- Inform your supervisor if you are missing a day at work.</li> </ol>	<ol style="list-style-type: none"> <li>1- Take a PCR test at one of the MoPH designated test centers.</li> <li>2- Isolate at home while waiting for the test results.</li> </ol>	<ol style="list-style-type: none"> <li>1- If the test result is positive follow the process for "I have been diagnosed with COVID-19".</li> <li>2- If the test result is negative, you should self-isolate for the duration recommended by MoPH.</li> </ol>
<p>If you are experiencing a medical emergency not related to COVID-19</p>	<ol style="list-style-type: none"> <li>1- Call 999 and ask for assistance.</li> <li>2- Inform the security or concierge at your compound or residential building to provide access to the paramedics if needed.</li> </ol>	<ol style="list-style-type: none"> <li>1- Inform Human Resources if you need assistance.</li> </ol>		

## **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:**

Taher Giaedi: email: [tgiaedi@andrew.cmu.edu](mailto:tgiaedi@andrew.cmu.edu); Mobile: 5071 5868.

Dina El Baradee: email: [dbaradee@andrew.cmu.edu](mailto:dbaradee@andrew.cmu.edu); Mobile: 6699 8904.

### **Facilities Management:**

Elissar El-Akra Hajjar: email: [ehajjar@qatar.cmu.edu](mailto:ehajjar@qatar.cmu.edu); Mobile: 5586 4160.

### **Safety & Security:**

Stephen McCarty: email: [smccarty@qatar.cmu.edu](mailto:smccarty@qatar.cmu.edu); Mobile: 6682 4109.