

Employee Reporting for COVID-19 Exposure Issues—24/7

1. If an employee is made aware that they have had significant contact with an individual that has a positive diagnosis of COVID-19 or that employee has received a diagnosis, they should immediately contact their supervisor and [Elizabeth Badalamenti, RN](#), using electronic means.
2. If the employee has been in an ASU owned or operated area within the last three hours, it should be vacated for a minimum of three hours by all personnel. The area should be secured by either locking the office door or placing tape across the entrance to their cubicle.
3. The supervisor should call the ASU Help Desk at 480-965-3633 with details about the space the employee occupies for surface decontamination. If possible, that space should be secured by either locking the door or using a strip of tape across the entry to a cubicle for a minimum of three hours.
4. The Help Desk will inform the appropriate custodial contractor of the area in question and have them conduct full surface decontamination of the affected area.
5. Facilities Management will collect all pertinent location information and forward it to the following recipients:
 - a. ASU Environmental Health and Safety.
 - b. ASU Police.
 - c. EOSS, if a residence hall or dining facility is affected.
 - d. Facilities Maintenance—onsite personnel.
6. If a hazardous substance is present or the space cannot be safely secured for three hours after the employee has vacated the premises, the supervisor should inform the Help Desk. They will route the request to one of our Biohazard Remediation Companies for immediate response.
7. The same information routing in this instance will apply.