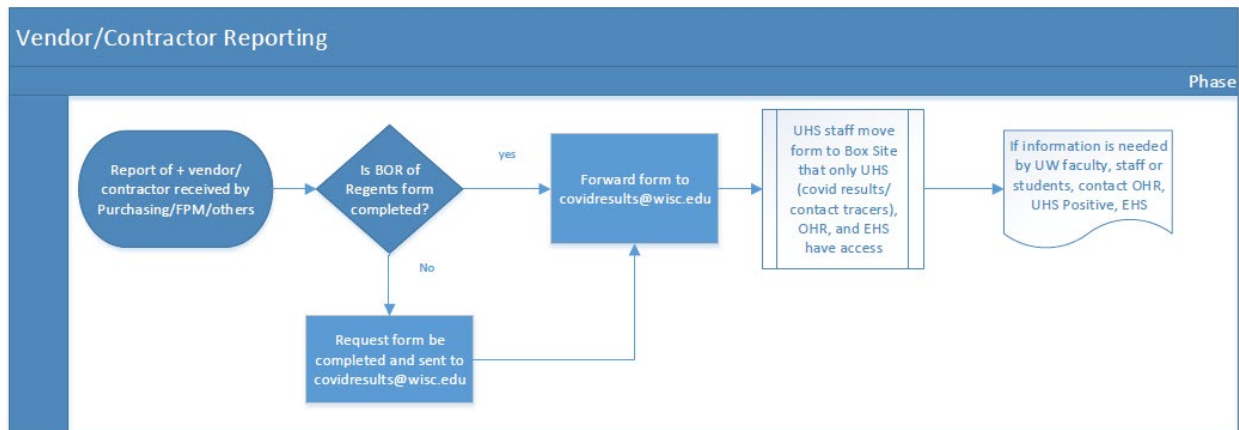


# Vendor/Contractor/Supplier Report of COVID+ Employee



## Reporting Process Steps

1. Vendor/Contractor/Supplier employee receives a COVID+ test result and had been working onsite at a UW-Madison location.
2. Vendor/Contractor/Supplier completes the Board of Regents form <https://www.wisconsin.edu/coronavirus/download/COVID-19-Exposure-Reporting.pdf> and submits to email listed on form AND [covidresults@wisc.edu](mailto:covidresults@wisc.edu).
3. University Health Services (UHS) files the report into designated Box folder.
4. OHR and EHS are alerted of new document in Box folder <https://uwmadison.box.com/s/qukzsgqxwfspon4cae26ga5uqi88pwx7>.
5. OHR, if appropriate contacts designated DDR for area where vendor was working onsite.
6. Divisional Disability Representative (DDR) follows protocol to notify others within work location.
7. Environmental Health Services (EHS) if appropriate consults on work location cleaning.
8. Contact Tracing process will include contact with the vendor and those identified close contacts including UW-Madison employees.