

UICOMP COVID-19 FAQs

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What are the symptoms of COVID- 19?

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

You should fill out a COVID Intake questionnaire in the following situations:

- Experiencing any of the above symptoms
- If unvaccinated and traveling to a location covered under Chicago’s Emergency Travel Order (please refer to UIC Travel Guidelines)
- When exposed to a patient, co-worker, family/household member, friend or person in the community outside of work, regardless of your symptom status, who has tested positive for COVID
- Upon notification of a positive COVID test from an outside facility

Where do I find the COVID Exposure and /or symptom COVID Intake Questionnaire?

- For ease of access utilize the Decision Tool, it will guide you to the correct intake platform. **Reporting:** if you experience symptoms of COVID-19, test positive for COVID-19, have a close contact exposure to someone with COVID-19, please inform us by using the [UIC COVID-19 reporting decision tool](https://today.uic.edu/covid-19-update-for-uic-community). (<https://today.uic.edu/covid-19-update-for-uic-community>)

General Instructions:

1. If you have patient-facing or research participant-facing duties, please:
 - a. Complete an intake through Immuware by clicking (<https://immuware-uic.azurewebsites.net/Account/Login>). Click the blue login button, and use your University of Illinois System ID and Password.
 - b. When you are in your personal record, choose “COVID Intake” from the dropdown list and click “Record Now” to begin completing the Intake Questionnaire. Click “Save” when complete.

- c. University Health Service will contact you with next steps.
 - d. For more information on Immuware's Employee Health Portal, visit [Immuware FAQ](#).
 - e. If you cannot successfully login to Immuware, please follow steps 3.
2. If you are a UICOMP student, faculty, or staff who does not meet the above criteria, please:
- Please utilize the [UIC COVID-19 reporting decision tool](https://today.uic.edu/covid-19-update-for-uic-community). (<https://today.uic.edu/covid-19-update-for-uic-community>)
3. Agency workers:
- a. Email uhsclinic@uic.edu
 - b. In the subject type, "COVID Intake Needed"
Provide the following information in the body of the email:
 - i. Name:
 - ii. UIN or Date of Birth:
 - iii. Phone number:
 - iv. Email address:
 - v. Reason for email: choose one of the following- symptoms, exposure, symptoms/exposure or travel.

4. Non-UIC employees, please:

- Log onto the Hospital Intranet. Look for Quick Links on the left-hand side of the page and click "Immuware (Employee Health Portal)"
- Copy the following link into your browser <https://immuware-uic.azurewebsites.net/Account/Login>
- When you are in Immuware click the drop down underneath the green bar that says "Record For" and choose COVID Intake, then click the button that says "Record Now"

I have submitted a COVID Intake questionnaire on Immuware. What is the next step?

Once your form is submitted, you will be contacted by a UHS representative. If we are unable to reach you by phone, an email will be sent to your UIC email address with instructions on how to contact us. Our goal is to contact you the same day you complete a COVID Intake questionnaire, however, in times of high volume the contact may take up to 24 hours.

While you are waiting for a response, please call in using your department's normal protocol ONLY if you are experiencing symptoms. If you are not experiencing symptoms you may continue to work unless you have had a high-risk exposure. Refer to question: "**What is the difference between a high risk and a low-risk exposure?**"

What can I do to ensure that I am contacted by UHS within the expected timeframe?

- Please fill out your COVID Intake questionnaire with your BEST contact number, preferably your cell phone number.

- Keep your phone with you and be prepared to answer a phone call from a number you may not recognize.
- Check your voicemail frequently.
- Check your UIC email frequently.

What should I do if I don't hear back from UHS within 24 hours of submitting a COVID Intake questionnaire in Immuware?

Please contact our COVID Hotline at 312-996-6250. Please inform the representative that you have completed a COVID Intake questionnaire and have not been contacted.

How do I contact UHS with questions?

You can contact our the COVID Hotline at 312-996-6250

I am at home and I am showing signs and symptoms of COVID-19. What should I do?

- Notify your PCP
- If you have not done so already, **complete the COVID Intake questionnaire**. Link: [UIC COVID-19 reporting decision tool](https://today.uic.edu/covid-19-reporting-decision-tool). (<https://today.uic.edu/covid-19-update-for-uic-community>)
- Follow your departmental call-in procedures.
- Even if you are only experiencing mild symptoms, do not come onto campus unless you are having a COVID test or receiving medical care.
- Self-quarantine at home and isolate from anyone who is living at home with you.
- If you have already completed the COVID Intake questionnaire and are currently in passive monitoring, and receiving emails, click the link in the email to document your symptoms.
- UHS will contact you by phone within 24 hours if you have called after hours.

I am at work and starting to have signs and symptoms of COVID-19. What should I do?

- Notify your supervisor immediately.
- Your supervisor should help you get coverage for your patient care assignment and go home.
- You should call your PCP to schedule a test and notify UHS.
- Follow your departmental call-in procedures, until you receive your results. Do not come onto campus unless you are having a COVID test or receiving medical care.
- Self-quarantine at home and isolate from anyone who is living at home with you.
- If you start having signs and symptoms of COVID-19 on a weekend or off-hours shift, NOTIFY YOUR SUPERVISOR then go directly home, call your PCP, and complete a COVID Intake questionnaire online. [UIC COVID-19 reporting decision tool](https://today.uic.edu/covid-19-reporting-decision-tool). (<https://today.uic.edu/covid-19-update-for-uic-community>)
- UHS will contact you within 24-48 hours depending on weekend staffing.

UHS has notified me that I have been exposed to COVID-19 at work. What should I do?

If you are not having symptoms:

- You may continue to work, unless UHS advises you that you had a high-risk exposure that requires quarantine.
- Call the COVID Hotline at 312-996- 6250 for instructions. You may be asked to notify your PCP and/or schedule a test.
- You will start receiving emails to complete passive monitoring for 14 days' post-exposure.

If you are having symptoms:

- Follow your departmental call-in procedures. Do not come onto campus unless you are having a COVID test or receiving medical care.
- Self-quarantine at home and isolate from anyone who is living at home with you.
- Complete the COVID Intake questionnaire online. [UIC COVID-19 reporting decision tool. \(https://today.uic.edu/covid-19-reporting-decision-tool\)](https://today.uic.edu/covid-19-reporting-decision-tool)
- Call your PCP to schedule a test.
- If you are currently at work, notify your supervisor.
- If you start having signs and symptoms of COVID-19 on a weekend or off-hours shift, NOTIFY YOUR SUPERVISOR then go directly home, notify your PCP and complete a COVID Intake questionnaire online. [UIC COVID-19 reporting decision tool. \(https://today.uic.edu/covid-19-reporting-decision-tool\)](https://today.uic.edu/covid-19-reporting-decision-tool)
- UHS will contact you within 24-48 hours depending on weekend staffing.

What constitutes an exposure?

When both parties are unmasked, less than six feet apart for more than 15 minutes

What is the difference between a high risk and a low-risk exposure?

- High risk exposure-
 - Someone in your household has COVID-19 or is being tested for COVID-19.
 - If the employee is present for aerosol generating procedures, with inadequate PPE, for any duration of time.
 - High risk exposures will be removed from work **regardless** of their symptoms or vaccination status.
 - COVID testing will be scheduled for 3-5 days after the last date of exposure, unless the employee becomes symptomatic.
 - You will start receiving emails to complete passive monitoring for 14 days' post-exposure.
 - Please continue to complete your Surveillance Saliva Testing if required– **ONLY** if you remain asymptomatic.
- Low risk exposure -

- If the employee was wearing a mask during the encounter with a positive person and was not present for aerosol generating procedures.
- Low risk exposures will be allowed to remain at work **unless they become symptomatic**.
- COVID testing will be scheduled for 3-5 days after the last date of exposure, unless the employee becomes symptomatic.
- You will start receiving emails to complete passive monitoring for 14 days' post-exposure.

Why am I getting passive monitoring emails and what do I do with them?

- You may be getting passive monitoring emails for the following reasons:
 - You have been exposed to someone known to be positive for COVID-19 either at work, home or in the community. It is recommended that you monitor for signs and symptoms of COVID-19 for 14 days from the last date of exposure, even if you have a negative COVID test.
 - You have traveled to an area that is covered in the Chicago Emergency Travel Quarantine Order. It is recommended that you monitor for signs and symptoms of COVID-19 for 14 days from your return date, even if you have a negative COVID test.
 - You work on a high-risk unit and have your badge scanned with the "My Hero" app. Your 14-day monitoring period will restart each day you work in a high-risk unit.
- If you are getting these emails, please click on the link in the email and follow the instructions imbedded in the email.

I have been exposed to COVID-19 and have no symptoms. What should I do?

- If you are not experiencing symptoms you may continue to work unless you have had a high-risk exposure. Refer to question: **"What is the difference between a high risk and a low-risk exposure?"**
- Complete the COVID Intake questionnaire online. [UIC COVID-19 reporting decision tool. \(https://today.uic.edu/covid-19-update-for-uic-community\)](https://today.uic.edu/covid-19-update-for-uic-community)
- UHS will contact you within 24 hours depending on weekend staffing.
- Call your PCP to schedule an appointment to get a COVID test 7 days after the last date of exposure.

My whole department is being tested for COVID. Why is this? What should I do?

- When there are higher positivity rates amongst employees or patients on a particular unit than would be anticipated or when a significant portion of a unit has been exposed to COVID, UHS, in collaboration with Infection Prevention/Control, Infectious Disease and leadership may choose to have an entire unit tested for COVID. This is done for the safety of patients and employees and to help control the spread of COVID.

If you are having symptoms:

- Complete the COVID Intake questionnaire online. [UIC COVID-19 reporting decision tool. \(https://today.uic.edu/covid-19-reporting-decision-tool\)](https://today.uic.edu/covid-19-reporting-decision-tool)
- Follow your departmental call-in procedures. Do not come onto campus unless you are having a COVID test or receiving medical care.
- Self-quarantine at home and isolate from anyone who is living at home with you.
- Call your PCP to schedule an appointment.
- If you are currently at work, notify your supervisor and notify your PCP. If you start having signs and symptoms of COVID-19 on a weekend or off-hours shift, NOTIFY YOUR SUPERVISOR then go directly home and complete a COVID Intake questionnaire online. [UIC COVID-19 reporting decision tool. \(https://today.uic.edu/covid-19-reporting-decision-tool\)](https://today.uic.edu/covid-19-reporting-decision-tool)

If you are not having symptoms:

- You may continue to work, unless UHS advises you that you had a high-risk exposure that requires quarantine.
- Call your PCP to schedule a COVID test 3-5 days after the last date of exposure.
- You will start receiving emails to complete passive monitoring for 14 days' post-exposure.

I have a family/household member who has tested positive for COVID-19 or is being tested for COVID- What should I do?

- Complete the COVID Intake questionnaire online. [UIC COVID-19 reporting decision tool. \(https://today.uic.edu/covid-19-reporting-decision-tool\)](https://today.uic.edu/covid-19-reporting-decision-tool)
- Follow your departmental call-in procedures. Do not come onto campus unless you are having a COVID test or receiving medical care. Most family/household exposures are considered high risk, you will likely be removed from work.
- Self-quarantine at home and isolate from anyone who is living at home with you.
- Call the COVID Hotline at 312-996-6250 to see if you will need to call your PCP to schedule a COVID test
- You will start receiving emails to complete passive monitoring for 14 days' post-exposure.

I have been fully vaccinated ((2 weeks after second dose in a 2-dose series, like the Pfizer or Moderna vaccines, or 2 weeks after a single-dose vaccine, like Johnson & Johnson's Janssen vaccine). What am I allowed to do?

- You can resume activities that you did prior to the pandemic.
- To reduce the risk of being infected with the Delta variant and possibly spreading it to others, wear a mask indoors in public if you are in an area of [substantial or high transmission](#).
- You might choose to wear a mask regardless of the level of transmission if you have a weakened immune system or if, because of your age or an underlying medical condition, you are at [increased risk for severe disease](#), or if a member of your household has a weakened immune system, is at increased risk for severe disease, or is unvaccinated.
- If you've had [close contact](#) with someone who has COVID-19, you should get tested 3-5 days after your exposure, even if you don't have symptoms. You should also wear a mask indoors in public

for 14 days following exposure or until your test result is negative. You should isolate for 10 days if your test result is positive.

How can I schedule an appointment for the COVID vaccine?

- Call your PCP to obtain a vaccine OR
- Pharmacy
- Peoria County Health Department

Saliva Surveillance Testing Exemption

- If you are Fully vaccinated and you have submitted proof of your 2-dose Pfizer or Moderna vaccines or 1-dose Johnson & Johnson vaccine to UHS, you are no longer required to participate in saliva surveillance testing starting July 12, 2021.
- Send proof of COVID vaccine to uhsclinic@uic.edu