

WHAT TO DO IF YOU ARE WORRIED ABOUT THE HEALTH OR WELFARE OF A COLLEAGUE

****NB:** If you fear that a person could be an immediate danger to themselves or others, please contact SafeCampus.**

206-685-7233 (available 24 hours / 7 days a week)

<https://www.washington.edu/safecampus/>

Information (or speculation) about a specific diagnosis should not be shared publicly or included in emails at any time.

Anyone diagnosed with COVID-19 should notify EH&S Employee Health Center immediately at emphlth@uw.edu or 206-685-1026. EH&S will evaluate the specific locations where the person spent time on campus for enhanced cleaning and disinfection.

Graduate Students and Postdocs

If a member of your lab group (or a TA for a course) has missed scheduled appointments or lab/TA functions without any explanation and/or been unresponsive to emails, UW Biology protocol will be the following:

1. You (PI or Course Instructor/Course Coordinator) should reach out to the grad/postdoc by email and by text (if possible) with a clear, brief message asking for confirmation that they are OK or are in need of assistance.
2. If no response is received within 48 hours, you (PI or Course Instructor/Course Coordinator) should contact the Graduate Program Manager (Krista Clouser) or the Graduate Program Chair (Caroline Strömberg). Michele Conrad or David Perkel can be contacted if there is any difficulty in reaching the Graduate Program Manager or the Graduate Program Chair
3. The Graduate Program Manager or Graduate Program Chair will then contact the grad/postdoc by email and text (if possible) asking for confirmation that they are OK or are in need of assistance. In this message, it will be clear that the grad/postdoc has a 24-hour window to respond before their emergency contact and SafeCampus will be contacted.
4. If no response is received, the Graduate Program Manager or Graduate Program Chair will contact both the student's emergency contact and SafeCampus. At this point, David Perkel and Michele Conrad will also be informed.

Teaching Assistants

If a Teaching Assistant for a course you are teaching or coordinating has missed scheduled TA functions without any explanation and/or been unresponsive to emails, UW Biology protocol will be the following:

1. You (Course Instructor or Course Coordinator) should reach out to the grad/postdoc by email and by text (if possible) with a clear, brief message asking for confirmation that they are OK or are in need of assistance.
2. If no response is received within 48 hours, you (Course Instructor/Course Coordinator) should contact the Graduate Program Manager (Krista Clouser) or the Graduate Program Chair (Caroline Strömberg). Michele Conrad or David Perkel can be contacted if there is any difficulty in reaching the Graduate Program Manager or the Graduate Program Chair
3. The Graduate Program Manager, Undergraduate Program Chair or Graduate Program Chair will then contact the TA by email and text (if possible) asking for confirmation that they are OK or are in need of assistance. In this message, it will be clear that the grad/postdoc has a 24-hour window to respond before their emergency contact and SafeCampus will be contacted.
4. If no response is received, the Graduate Program Manager, Undergraduate Program Chair or Graduate Program Chair will contact both the student's emergency contact and SafeCampus. At this point, David Perkel and Michele Conrad will also be informed.

Faculty Members

If a faculty member has missed scheduled appointments, lab meetings, class meetings, or other functions without any explanation and/or been unresponsive to emails, UW Biology protocol is to contact David Perkel or Michele Conrad as soon as there is a concern. David or Michele will attempt to contact the faculty member via text or phone to request a response as soon as possible, letting them know that we will contact their emergency contact and notify Safe Campus if we do not hear back from them within 24 hours. If no response is received within 24 hours the individual's emergency contact and SafeCampus will be notified.

Staff Members

If a staff member has missed scheduled appointments, has not called in sick, has missed other functions without any explanation and/or been unresponsive to emails, UW Biology protocol will be the following:

1. The staff member's supervisor should be notified immediately to see if they have information about the individual's whereabouts.
2. If the supervisor does not have information, please contact Michele Conrad, Sarah Morrow, or David Perkel immediately.
3. Michele, Sarah, or David will reach out to the individual by text or phone asking for some contact as soon as possible, letting them know that if we do hear back from them within 24 hours we will contact their emergency contact and notify SafeCampus.
4. If no response is received within 24 hours Michele, Sarah, or David will attempt to reach the emergency contact and will notify SafeCampus.

Undergraduate Student Employees and Volunteers

If an undergraduate student employee or volunteer has missed scheduled appointments, has not called in sick, has missed other functions without explanation and/or been unresponsive to emails, UW Biology protocol will be the following:

1. The supervisor should be notified immediately to see if they have information about the individual's whereabouts.
2. If the supervisor does not have information, please contact Michele Conrad, Sarah Morrow, or Janet Germeraad.
3. Michele, Sarah, or Janet will attempt to reach the individual and request a response as soon as possible, letting them know that if we do not hear from them within 24 hours we will contact their emergency contact and notify SafeCampus.
4. If no response is received within 24 hours Michele, Sarah, or Janet will contact the individual's emergency contact and will notify SafeCampus.

In any case where we do not have emergency contact information on file or available in Workday: SafeCampus, the UWPD, or the appropriate local authorities will be contacted.