



From the Office of the Vice President for Administration/CFO

Guidance for informing campus authorities of COVID-19 cases

To Faculty and Staff:

As previously stated in President Nelsen's February 28th SacSend, "we understand that there is a great amount of fear, anxiety, and concern around COVID-19."

The division of Administration and Business Affairs would like to offer additional guidance as to how to report any specific campus-related concerns to ensure rapid review and response to **potential** COVID-19 situations involving students, faculty, or staff.

If you become aware, through primary or secondary sources, of a situation where a student, staff, or faculty member may be at risk for COVID-19, we ask that you immediately contact Gary Rosenblum, Associate Vice President for Risk Management.

Gary is committed to ensuring an expedient and objective review of all reported cases and will work with university leadership and other public health organizations to ensure Sacramento State continues to be safe. We ask that these possible cases are reported to Gary directly to ensure the university is fully aware and can preemptively respond to cases that may need to be further substantiated.

Please refer and use the [Sacramento State FAQ page as an additional resource](#). Again, to reiterate President Nelsen's messages, to date, no Sacramento State student or employee has tested positive for the coronavirus (COVID-19).

We understand and value the importance of transparency and we, as a Hornet Family, must all work together to ensure the safety of our campus.

Contact information:

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Associate Vice President for Risk Management

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