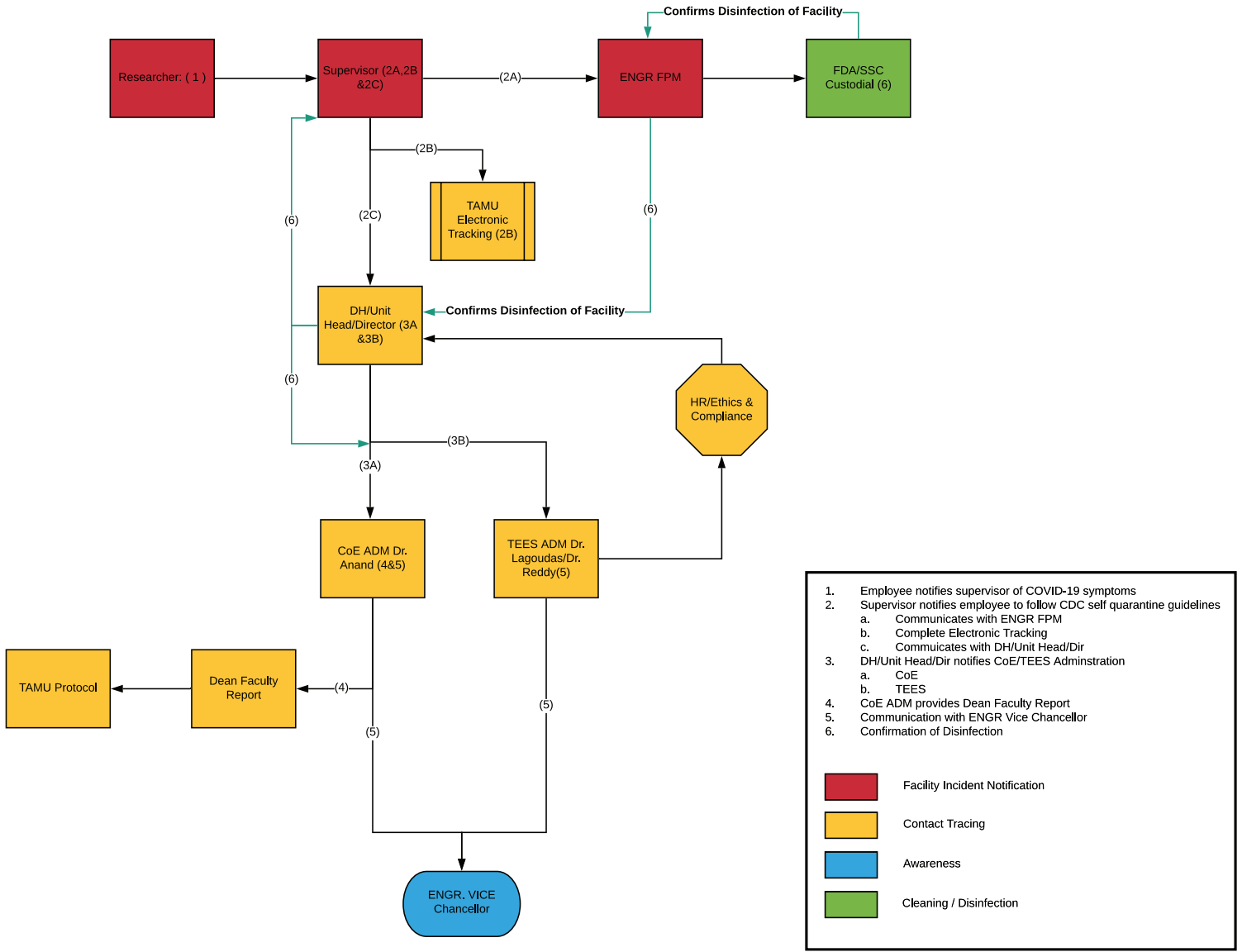


INCIDENT REPORTING PROCESS



1. Employee notifies supervisor of COVID-19 symptoms
2. Supervisor notifies employee to follow CDC self quarantine guidelines
 - a. Communicates with ENGR FPM
 - b. Complete Electronic Tracking
 - c. Communicates with DH/Unit Head/Dir
3. DH/Unit Head/Dir notifies CoE/TEES Administration
 - a. CoE
 - b. TEES
4. CoE ADM provides Dean Faculty Report
5. Communication with ENGR Vice Chancellor
6. Confirmation of Disinfection

TAMU ELECTRONIC TRACKING LINK (2B):
https://docs.google.com/forms/d/e/1FAIpQLSfrABvRiaI6Q00W_PfKM8pDIIIP05a5OvRUS5ASVw4WwfnK7eA/viewform