

COVID-19 Cases Reporting Guidance
Palmetto College and Comprehensive Campuses

Step 1: Gather information from individual

Faculty

Staff

Student

Name: _____ USC ID: _____

Phone Number: _____ Campus: _____

Email Address: _____

Notes: *(include what information is known and how it is known)*

Step 2: Send this completed form directly to Dr. Caldwell and copy the remaining 3 individuals

- Dr. Rebecca Caldwell, Director of Strategic Health Initiatives - rcaldwell@sc.edu
- Sgt. Meg Cuttino, Emergency Management Coordinator – cuttinom@mailbox.sc.edu
- Dr. Susan Elkins, Chancellor Palmetto College – selkins@mailbox.sc.edu (if sent from PC campus)
- Eddie King, Assistant to the President – eddie@sc.edu (if sent from Aiken, Beaufort, or Upstate)

Step 3: Should you have any immediate questions or concerns

UofSC's 24/7 COVID-19 hotline: 803-576-8511