



EFSC COVID-19 CASE TRACKING PROCEDURE

PURPOSE: This procedure has been developed to assist College officials with ensuring the proper direction and guidance to students, staff, or faculty for four (4) specific scenarios. Those scenarios include persons who have:

1. Tested Positive for COVID-19 with Symptoms, or
2. Tested Positive for COVID-19 without Symptoms, or
3. Experiencing Symptoms related to COVID-19 but has not tested, or
4. Has had “Close Contact” with someone who has tested positive for COVID-19.

CLOSE CONTACT is currently defined by the CDC as one or more of the following: you were within 6 feet of someone who has COVID-19 (with or without facial coverings) **for at least 15 minutes** starting from 2 days before illness onset (or, for asymptomatic clients, 2 days prior to a positive test for COVID-19) until the time the patient is isolated.; or you provided care at home to someone who has COVID-19; or you had direct physical contact with someone who has COVID-19 (touched, hugged, or kissed them); or you shared eating or drinking utensils with someone who has COVID-19; or someone who has COVID-19 sneezed, coughed, or somehow got respiratory droplets on you.

While it is essential that Colleges take all proactive safety precautions necessary and react in an expeditious manner to protect all persons on campus, it is also important that students not be negatively impacted by overreacting or misinterpreting the guidance of the CDC. If persons on campus continue to abide by the CDC guidelines regarding social distancing requirements, it will reduce the need to direct additional students, staff, or faculty to self-isolate.

Persons who report symptoms of COVID-19 will be directed to self-isolate in accordance with CDC guidelines. Symptoms of COVID-19 can be mild to severe and may appear 2-14 days after exposure to the virus. Symptoms of COVID-19 may include 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 or diarrhea.

This procedure includes the four (4) forms the COVID-19 Response Officer (C19-RO) will utilize to document the various scenarios. Each scenario will include the “**The “Earliest Date of Return.”**” This return date is calculated differently depending on the specific scenario. Each scenario has its calculation method detailed on the appropriate form.

I. INITIAL REPORT OF COVID-19

1. STUDENTS – ON CAMPUS

On campus students advising faculty or staff that they either have symptoms of COVID-19, have received notification that they have tested positive for COVID-19, or have had close contact with someone with COVID-19, will be instructed by the faculty or staff member to move to an area that is socially distanced from others, wear a mask and await a security officer to assess the situation. The faculty or staff member will then contact the security office and advise they need an officer to respond to a COVID-19 situation. The faculty or staff member should be prepared to provide information regarding the student's name and current location.

A security officer from that campus will immediately respond to the student's location. The reporting faculty or staff member should then contact the Associate Provost's Office and give them an update of the situation. While on-route to the student's location, the campus security officer (or his/her designee) will contact the **COVID-19 Response Officer (C19-RO)** and request they respond to the appropriate campus. Once the campus security officer arrives and meets with the student, he/she will accompany the student to an outside location (protected from the elements) or preferably their vehicle while they wait for the C19-RO to arrive. The security officer should maintain a distance of more than 6 feet and both the officer and student should continue to wear masks even though they are outside.

Security officers need to use discretion while communicating with the student as the student's medical information is confidential. Once they reach their destination, the security officer will contact the C19-RO (who should be driving to the campus by this time) to give the student a specific location. While awaiting the C19-RO, the campus security officer can begin the process of the "COVID-19 INITIAL REPORTING FORM" (if trained to do so).

All campus security officers should have an awareness of nearby covered exterior locations with seating on their campuses (to protect from the elements) that would be suitable for a student to meet with the C19-RO should a vehicle not be available. If their vehicle is available, the student should be instructed to turn on their vehicle's air conditioning, so the C19-RO does not get a false high temperature reading.

While waiting near the student for the C19-RO to arrive, the campus security officer should acquire and verify contact information (name, contact information, B-number, vehicle, tag number), in the event the student decides not to wait any longer and drives off the premises. In no case, shall the campus security officer formally detain the

student, nor physically prevent the student from leaving the campus should they so desire.

Upon arrival, the C19-RO will then communicate directly with the impacted student and complete the **COVID-19 Initial Reporting Form (IRF)**. The IRF will identify which type of COVID event the student is experiencing (positive COVID-19 test with symptoms, positive COVID-19 test without symptoms, symptoms of COVID-19 without testing, or a close contact concern). Often students may think they have had close contact, but further assessment may determine otherwise, and they can return to class. In these cases, the C19-RO will give the student a Class Return Slip and will alert the AP as to their findings.

If the C19-RO determines that an exposure has likely occurred, they will gather information from the impacted student to assist with contact tracing of other College students and employees to determine if any other person was in close contact with the individual (closer than 6 feet for 15 or more minutes and other listed variables defined below) as defined by the CDC. True close contact violations should be a rarity (apart from some athletic and academic assignments) providing people comply with the social distancing recommendations of the CDC.

If it is determined that anyone in the College was subjected to an actual close contact with an infected person, the C19-RO will make contact with those individuals as necessary to check on their status and advise them to watch for symptoms. In some cases, it may be necessary for the C19-RO to meet with the individual to complete an IRF. In cases of possibly impacted students, the C19-RO will work with the appropriate AP to gather the necessary contact information and campus locations so additional contacts may be made. In close contact cases involving employees, the Officer will work with the AVP of Human Resources. The AVP will assist the C19-RO in acquiring the correct employee contact information and work assignment so necessary contacts may be made. The AVP will contact the employee's supervisor to relay the information as necessary.

In cases where possible close contacts involve persons not affiliated with the College, the Emergency Manager (or their designee) will request that all necessary contact tracing be done by Brevard County Health Officials. There is no expectation of College personnel to communicate with persons not affiliated with the College unless they are seeking clarification of information that will assist College persons.

Upon completion of the IRF, the C19-RO should contact the College's Emergency Manager along with the appropriate Associate Provost to advise them of the outcome of the situation along with actions taken and calculated period of home isolation.

In all cases when students are asked to leave the campus for self-isolation, the Emergency Manager or Deputy Emergency Manager shall alert the appropriate

personnel at the Brevard County Health Department for follow up and further community contact tracing as they determine necessary.

VERY ILL STUDENTS

If an on-campus student is feeling very ill, the student should not be forced to wait for the C19-RO, and the faculty or staff member should contact security immediately for assistance. Security officers should gather necessary contact information and instruct them to seek medical attention. They should also provide the contact information of the C19-RO to the student and instruct the student to contact the C19-RO as soon as physically able so they can assist the student in advising when they will be permitted back on campus. At a minimum, the campus security should attempt to get any information regarding persons at the College who the ill student may have had close contact with. In severe cases of illness, 911 should be called immediately to assess and assist the student. Even if the student states they will refuse transport, the ambulance should be called by College employees as a safety precaution for the student. In these cases, the campus security officer should communicate with rescue personnel to determine which medical facility the student is being transported and provide that information along with the student's contact information to the C19-RO for follow-up. The C19-RO will attempt to contact the student to remotely complete the IRF and conduct contact tracing to determine if any other students, faculty or staff were in close contact with the individual (closer than 6 feet for 15 or more minutes) as defined by the CDC.

If anyone in the College was subjected to an actual close contact with the student, the C19-RO will contact those individuals as necessary. In cases of impacted students, the Officer will work with the appropriate AP to gather required contact information and location so necessary contacts may be made. In close contact cases involving employees, the Officer will work with the AVP of Human Resources. The AVP will assist the C19-RO in acquiring the correct employee contact information and work assignment so necessary contacts may be made. The AVP will contact employee's supervisors to relay the information as necessary.

If the C19-RO has difficulty contacting the impacted student who left the campus for emergency medical attention or for any other reason, the Emergency Manager or designee will contact Brevard County Health Officials for their assistance in acquiring the needed information and request they perform the contact tracing involving college employees or students.

In cases where a student is admitted to the hospital, it is not unusual for medical staff to disallow the COVID-19 Response Officer to speak with the student nor will they provide any medical or contact information. In these cases, the Emergency Manager (or designee) will contact the Brevard County Health Department for assistance in acquiring the necessary information and to conduct all contact tracing.

OFF CAMPUS STUDENTS

Off campus students advising faculty or staff that they either have symptoms of COVID-19, have received notification that they have tested positive for COVID-19, or have had close contact with someone with COVID-19, will be instructed to contact the Associate Provost's Office on their campus. The AP will gather the preliminary information from the student to include their contact information along with answer any questions regarding academic accommodations. The AP will advise the student not to come to campus and to expect a call from the College's COVID-19 Response Officer. The AP will contact the C19-RO and advise him/her of the situation. The C19-RO will contact the student as soon as possible and remotely complete the COVID-19 Initial Reporting Form (IRF). In these cases, the IRF will always be done remotely to prevent an ill student from coming to campus. The IRF will identify which type of COVID event the student is experiencing. The C19-RO will conduct contact tracing to determine if any other students, faculty or staff were in close contact with the individual (closer than 6 feet for 15 or more minutes and other variables defined below) as defined by the CDC.

Upon completion of the COVID-19 Initial Reporting Form (IRF), the C19-RO should contact the Emergency Manager along with the appropriate AP (involving students) or the AVP of Human Resources (involving employees) to advise them of final outcome of the situation along with actions taken.

If anyone in the College was subjected to close contact with the student, the C19-RO will contact those individuals, as necessary. In cases of impacted students, the C19-RO will work with the appropriate AP to gather necessary contact information and location so necessary contacts may be made. In close contact cases involving employees, the Officer will work with the AVP of Human Resources. The AVP will assist the C19-RO in acquiring the correct employee contact information and work assignment so necessary contacts may be made. The AVP will contact the employee's supervisor to relay the information, as necessary.

The C19-RO may contact either the Risk Manager (Dr. Mike Richey), the Emergency Management Director (Joe Ambrose), or the Deputy Emergency Management Director (Bill Farmer), if they need any assistance in categorizing the COVID event or in calculating the Earliest Possible Date for Return.

Upon the initial completion of the IRF, the C19-RO will communicate with the student and will notify them of their Earliest Possible Date for Return. They will advise the student that they will need to communicate with them telephonically one College business day before they are due to be allowed back on campus to ensure their self-isolation does not need to be extended due to fever or additional symptom issues.

The C19-RO will then forward the completed IRF to the Emergency Manager or Deputy Emergency Manager for review and approval. In the absence of the College's Emergency Managers, any VP or the AVP of Human Resources may approve the form. It is understood that the C19-RO will communicate the Earliest Date of Return to the student prior to getting formal approval. The formal approval process which will typically be completed later that day is to ensure the calculation for Earliest Day of Return is accurate. If return dates or conditions affecting the student is changed by the approving authority, the C19-RO will communicate those changes with the impacted student.

Once the IRF for a student is approved, the approving authority will email a copy of the completed IRF to the appropriate AP and VP Fletcher so academic accommodations may be made. Any communications to the faculty will be provided by the AP. A copy of the IRF will also be emailed to the AVP of Human Resources for awareness and placement in a redundant secure storage area. If the C19-RO determines that additional exposures resulted in close contacts (as defined by the CDC), the C19-RO will meet with each individual and separate IRFs will be completed.

2. FACULTY and STAFF

On-campus faculty or staff expressing they have symptoms of COVID-19, have received notification that they have tested positive for COVID-19, or have had close contact with someone with COVID-19, will be instructed to socially distance from others, continue to wear a mask and contact security. The employee and security officer will agree on where to meet although it may be preferable to meet the employee at their personal vehicle while they await the C19-RO. If a personal vehicle is unavailable, the employee and campus security officer should meet in a mutually agreeable outside location.

When the campus security officer meets the employee, both parties shall wear masks even if outside. Security officers need to use discretion while communicating with the employee as the employee's medical information is confidential. The campus security officer will contact the C19-RO (who should be driving to the campus by this time) to give the employee a specific location. While awaiting the C19-RO, the campus security officer can begin the process of the COVID-19 IRF (if trained to do so).

All campus security officers should have an awareness of nearby covered exterior locations with seating on their campuses (to protect from the elements) that would be suitable for an employee to meet with the C19-RO should a personal vehicle not be available. If their vehicle is available, it should be suggested to the employee that he/she start the vehicle and turn on their vehicle's air conditioning during hot weather, so the C19-RO does not get a false high temperature reading.

In no case, shall the campus security officer formally detain the employee nor physically prevent the employee from leaving the campus should they so desire.

Upon arrival, the C19-RO will then communicate directly with the impacted employee and complete the COVID-19 IRF which will identify the type of COVID event the employee is experiencing (positive COVID-19 test with symptoms, positive COVID-19 test without symptoms, symptoms of COVID-19 without testing, or a close contact concern). Often employees may think they have had close contact, but further assessment may determine otherwise, and they can return to their campus work assignment. In these cases, the C19-RO will contact the AVP of Human Resources and advise them the employee does not need to self-isolate. The AVP will then contact the employee's supervisor and advise them their employee has been cleared to return to their work assignment.

If the C19-RO determines that an exposure has likely occurred, they will gather information from the impacted employee to assist with contact tracing of other possible close contact exposures within the College (closer than 6 feet for 15 or more minutes and other listed variables defined below) as defined by the CDC. True close contact violations should be a rarity (apart from some athletic and academic assignments) providing employees comply with the social distancing recommendations of the CDC. In some cases, it may be necessary for the C19-RO to meet with the individual to complete an IRF. In cases of possibly impacted students, the C19-RO will work with the appropriate AP to gather the necessary contact information and campus locations so additional contacts may be made. In close contact cases involving employees, the Officer will work with the AVP of Human Resources. The AVP will assist the C19-RO in acquiring the correct employee contact information and work assignment so necessary contacts may be made. The AVP will contact the employee's supervisor to relay the information as necessary.

In cases where possible close contacts involve persons not affiliated with the College, the Emergency Manager (or their designee) will request that all necessary contact tracing be done by Brevard County Health Officials. There is no expectation of College personnel to communicate with persons not affiliated with the College unless they are seeking clarification of information that will assist College persons.

Upon completion of the IRF, the C19-RO should contact the College's Emergency Manager along with the AVP of Human Resources and advise them of the outcome of the situation along with actions taken and calculated period of home isolation. The AVP of Human Resources will contact the employee's supervisor and advise them of their status and how long they will likely be in self-isolation.

In all cases when employees are asked to leave the campus for self-isolation, the Emergency Manager or Deputy Emergency Manager shall alert the appropriate personnel at the Brevard County Health Department for follow up and further community contact tracing as they determine necessary.

VERY ILL EMPLOYEES

If an on-campus employee is feeling very ill, the employee should not be forced to wait for the C19-RO and should be instructed to seek medical attention immediately. In severe cases of illness, 911 should be called to assess and assist the employee. Even if the employee states they will refuse transport, the ambulance should be called by College staff as a safety precaution. In these cases, the campus security officer should communicate with rescue personnel to determine which hospital the employee is being transported to and provide that information along with the employee's contact information to the C19-RO for follow-up.

The C19-RO will attempt to contact the employee to complete the COVID-19 Initial Reporting Form (IRF) and conduct contact tracing to determine if any other students, faculty or staff were in close contact with the individual (closer than 6 feet for 15 or more minutes and other variables) as defined by the CDC. If anyone in the College was subjected to close contact with the employee, the C19-RO will contact those individuals, as necessary. In cases of impacted students, the C19-RO will work with the appropriate AP to gather the required contact information and location so necessary contacts may be made. In cases involving other employees, the Officer will contact the AVP of Human Resources. The AVP of Human Resources will assist the C19-RO in acquiring the correct employee contact information and work assignment so necessary contacts may be made. The AVP of Human Resources will contact the employee's supervisor, as necessary. If the employee is a faculty member, the Provost or AP shall contact the VP of Academic Affairs for his awareness.

If the C19-RO has difficulty contacting the impacted employee who left the campus for emergency medical attention, they are to contact the Brevard County Health Department for assistance in acquiring the needed information and a request for them to perform the contact tracing involving college employees and students.

In some cases, hospital staff will not allow the COVID-19 Response Officer to meet with or even speak with the employee nor will they provide any information. In these cases, the Emergency Manager or designee will contact the Brevard County Health Department for assistance in acquiring the necessary information and request they conduct all contact tracing.

OFF CAMPUS EMPLOYEES

Employees who are off campus while experiencing symptoms of COVID-19, have been notified that they have tested positive for COVID-19, or have been in close contact with someone who has tested positive for COVID-19, shall be instructed to contact the AVP of Human Resources, Darla Ferguson. AVP Ferguson will gather the preliminary information from the employee to include their contact information, along with answer any questions regarding employment accommodations. The AVP will advise the employee not to come to campus and to expect a call from the College's COVID-19

Response Officer (C19-RO). The C19-RO will contact the employee as soon as possible to conduct the Initial Reporting Form (IRF) remotely. The IRF will identify the type of COVID and the C19-RO will advise the employee of actions that need to be taken. The C19-RO will conduct contact tracing to determine if any other students, faculty or staff were in close contact with the individual (closer than 6 feet for 15 or more minutes and other variables) as defined by the CDC. If anyone in the College was subjected to a true close contact with the employee, the C19-RO will contact those individuals, as necessary. In cases of impacted students, the C19-RO will work with the appropriate AP to gather the required contact information and location so necessary contacts may be made. In cases involving employees, the C19-RO will contact the AVP of Human Resources who will assist the C19-RO in acquiring the correct employee contact information and work assignment so necessary contacts may be made. The AVP of Human Resources will contact the employee's supervisors to ensure they are aware of the situation. If the employee is a faculty member, the faculty's Provost (or Dean) shall make Dr. Fletcher aware of the situation.

Upon completion of the COVID-19 Initial Reporting Form (IRF), the C19-RO should contact the Emergency Manager along with the appropriate AP (involving students) or the AVP of Human Resources (involving employees) to advise them of final outcome of the situation along with actions taken.

The C19-RO may contact either the Risk Manager (Dr. Mike Richey), the Emergency Management Director (Joe Ambrose), or the Deputy Emergency Management Director (Bill Farmer) if they need any assistance in categorizing the COVID event or in calculating the Earliest Possible Date for Return.

Upon the initial completion of the IRF, the C19-RO will communicate with the employee and notify them of the Earliest Possible Date for Return. They will advise the employee that they will need to communicate telephonically the day before they are due to be allowed back on campus to ensure their self-isolation does not need to be extended due to fever or additional symptoms/issues. They will coordinate an outdoor location to meet and assess the employee.

The C19-RO will then forward the completed IRF to the Emergency Manager or Deputy Emergency Manager for approval. In their absence, the form may be approved by any Vice President or the AVP of Human Resources. It is understood that the C19-RO will convey to the employee their Earliest Date of Return prior to the Emergency Manager (or his designee) formally approving the request. If return dates or conditions affecting the employee are changed by the approving authority, the C19-RO will communicate those changes with the impacted employee.

Once the IRF for an employee is approved, the approving authority will email a copy of the completed IRF to the AVP of Human Resources. Any communications to the faculty will be provided through the AP. If contact tracing of an employee revealed further exposure through close contact, separate IRFs will be completed, and after approval,

those IRFs will be forwarded to the AVP of Human Resources (Darla Ferguson). If the employee is also a faculty member, both AVP Ferguson and VP Fletcher will receive the information. AVP Ferguson will ensure the appropriate supervisors are contacted regarding the status of their employees. Dr. Fletcher will work with the appropriate Campus Provost or AP to ensure the needs of the faculty and students are met. After approval, copies of IRFs involving additional students will be forwarded to Dr. Fletcher and the appropriate AP for their awareness.

II. RETURN TO CAMPUS APPROVAL

1. STUDENTS

The COVID-19 Response Officer will contact impacted students on the day prior to their Earliest Possible Date for Return (per the IRF), or if the college is closed, the previous college business day, to check on their status. If the C19-RO determines that the impacted student will likely satisfy the general guidelines for return to campus (per the IRF), the C19-RO will schedule a meeting with the impacted student on or after the Earliest Possible Date for Return to complete the **Return to Campus Approval Form (RTC)**. The student will be given an outside physical location to meet with the COVID-19 Response Officer.

The C19-RO will meet the student at the designated location (both individuals will be wearing face coverings) and take the student's temperature utilizing a no-contact infrared thermometer. If the student's temperature is under 100.4°F, the student will be asked to truthfully complete the appropriate RTC form (four versions available), and upon completion, will be allowed to return to campus with no further special restrictions.

If the student's temperature is 100.4°F or above, the C19-RO will allow the student to return to their air-conditioned vehicle or a shaded cool area to sit, and after fifteen (15) minutes, retake the temperature. If the temperature remains at or above 100.4°F the student will be advised that they may wish to seek medical attention, and asked to leave the campus, and advised their self-isolation has been extended through a specific date when a campus reassessment can take place.

Per the Brevard County Health Director, in the one scenario involving a student who has experienced symptoms but has NOT tested, their self-isolation period can be ended earlier than scheduled providing they produce a medical release from their doctor stating that they can return to campus or they get a negative viral COVID-19 test known as a PCR test. In both scenarios, the person needs to advise the C19-RO that they have had no fever of 100.4°F or higher without the benefit of fever reducing medication for the past 24 hours and the C19-RO will take their temperature showing a result of less than 100.4°F before allowing them to return.

If the student is permitted to return to campus, they will be given a Return to Campus (RTC) Approval Slip. The original RTC paperwork will be forwarded to the Emergency Manager to close out the COVID event. Copies of the student's RTC form will also be forwarded as a courtesy to Dr. Fletcher and the appropriate AP to ensure they are made aware that the student has been returned to campus. If the student does not pass the reassessment and their home isolation is extended, Dr. Fletcher and the appropriate AP will also be made aware of the extension.

The final packet (original IRF and RTC forms) will be maintained in a secure file under the control of the College's Emergency Manager with back-up copies being maintained by the AVP of Human Resources.

2. FACULTY and STAFF

The C19-RO will contact impacted employee on the day prior to their Earliest Possible Date for Return (per the IRF), or if the college is closed, the previous college business day, to check on their status. If the Officer determines that the impacted employee will likely satisfy the general guidelines for return to campus (per the IRF), the Officer will schedule a meeting with the impacted employee on or after the Earliest Possible Date for Return to complete the RTC form. The employee will be given an outside physical location to meet with the COVID-19 Response Officer.

The COVID-19 Response Officer will meet the employee at the designated location (both individuals will be wearing face coverings) and take the employee's temperature utilizing a no-contact infrared thermometer. If the employee's temperature is under 100.4°F, the employee will be asked to truthfully complete the RTC form, and upon completion, will be allowed to return to campus with no further special restrictions.

Per the Brevard County Health Director, in the one scenario involving an employee who has experienced symptoms but has NOT tested, their self-isolation period can be ended earlier than scheduled providing they produce a medical release from their doctor stating that they can return to campus or they get a negative viral COVID-19 test known as a PCR test. In both scenarios, the person needs to advise the C19-RO that they have had no fever of 100.4°F or higher without the benefit of fever reducing medication for the past 24 hours and the C19-RO will take their temperature showing a result of less than 100.4°F before allowing them to return.

If the employee's temperature is above at or above 100.4°F, the C19-RO will allow the employee to return to their air-conditioned vehicle or a shaded cool area to sit and after fifteen (15) minutes to retake the temperature. If the temperature remains at or above 100.4°F the employee will be advised that they may wish to seek medical attention, asked to leave the campus, and advised their self-quarantine has been extended through a specific date when a campus reassessment can take place.

If the employee is permitted to return to campus, the C19-RO will advise the AVP of Human Resources who will contact the necessary supervisors. If the employee is a faculty member, the Provost will contact VP Fletcher for his awareness. The original RTC paperwork will be forwarded to the Emergency Manager to close out the COVID event. Copies of the employee's RTC form will also be forwarded the AVP of Human Resources for file. All original documents will be maintained in secure file storage controlled by the Emergency Manager. If the employee does not pass the reassessment and their home isolation is extended, AVP Ferguson will be notified and she will make the necessary contacts with the employee' supervisors for their awareness.

SENSITIVE DOCUMENT CONTROL

While it is necessary to email copies of forms related to this process, staff should remember that these are highly sensitive and protected medical documents.

- Copies of all documents sent to the AVP of Human Resources need to be securely stored.
- Originals of all documents related to Faculty and Employee issues should be securely stored by the College's Emergency Manager, which will serve as a centralized area for all original COVID-19 related documents.
- Copies of documents emailed (or hand delivered) to Provosts, APs and VPs for their awareness should be securely stored and destroyed when no longer needed for reference.
- The Emergency Management Director will collect all "Initial Reporting Forms" (IRFs) and "Return to Campus Approval Forms" (RTCs) to create the Collegewide COVID tracking log in order to provide necessary information to the Brevard County Public Health Department as well as the State of Florida, if requested. To ensure redundancy and the preservation of these critical records, the AVP of Human Resources will create a back-up file with copies of all faculty, staff and student forms.
- Any school official identified in this COVID-19 Case Tracking Procedure who receives personally identifiable information from a student record as contemplated by FERPA shall be deemed to have a legitimate educational interest in such information. In addition, COVID-19 represents a significant threat to the health or safety of the College community, and any personally identifiable information from student records may generally be shared with appropriate third parties (such as public health departments) under the health and safety exception to FERPA. See FERPA and Coronavirus Disease 2019 FAQs: https://studentprivacy.ed.gov/sites/default/files/resource_document/file/FERPA%20and%20Coronavirus%20Frequently%20Asked%20Questions.pdf

- The College's Human Resources Office will ensure all persons identified within this procedure shall have received or will receive the necessary training to ensure they are aware of the requirements regarding confidential and sensitive medical information.

The COVID-19 Response Officer will use the following forms to document the Initial Reporting Process and the forms necessary to screen and authorize the return of persons impacted by COVID-19 to return to campus.

COVID-19 INITIAL REPORTING FORM

Impacted Person: _____ B: _____

Student/Staff/Faculty _____ Contact Info: _____

Person Receiving Report: _____ Date: _____

Sit.	Description	Dates, Symptoms, Notes, Etc.	Date for Return ¹
1	I TESTED POSITIVE FOR COVID-19 AND I HAVE SYMPTOMS ² OF COVID-19		Reviewed and Approved By:
2	I TESTED POSITIVE FOR COVID-19, BUT I HAVE NO SYMPTOMS		Reviewed and Approved By:
3	I HAVE NOT BEEN TESTED, BUT I HAVE SYMPTOMS ² OF COVID-19		Reviewed and Approved By:
4	I HAD CLOSE CONTACT ³ WITH A PERSON WITH COVID-19		Reviewed and Approved By:

¹ This date is only an estimate based upon the [General Guidelines for Return to Campus](#) (below). The actual date of return depends on several factors. See COVID-19 Return to Campus Approval Form.

² SYMPTOMS OF COVID-19: Fever (in excess of 100.4°F) or Chills, Cough, Shortness of Breath/Difficulty Breathing, Fatigue, Muscle or Body Aches, Headache, Newly Loss of Taste or Smell, Sore Throat, Congestion or Runny Nose, Nausea or Vomiting, and/or Diarrhea.

³ CLOSE CONTACT is currently defined by the CDC as one or more of the following: you were within 6 feet of someone who has COVID-19 for at least 15 minutes (with or without facial coverings) starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to specimen collection) until the time the patient is isolated; or you provided care at home to someone who has COVID-19; or you had direct physical contact with someone who has COVID-19 (touched, hugged, or kissed them); or you shared eating or drinking utensils with someone who has COVID-19; or someone who has COVID-19 sneezed, coughed, or somehow got respiratory droplets on you.

Situation 1:

A person with symptoms of COVID who has tested positive should remain in isolation for:

- At least 10 days since symptoms first appeared, **and**
- At least 24 hours with no fever without fever-reducing medication, **and**
- Other symptoms of COVID-19 are improving. (Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation.)

Calculation Method: Day of last of symptom + 10 days, and no fever for 24 hours (e.g., Monday the 1st, first day of symptoms, may return Thursday the 11th, as long as fever was 24 hours or more before they are permitted back on campus.)

Situation 2:

A person tests positive for COVID, but has NEVER HAD SYMPTOMS:

- Has been symptom free for at least 10 days since the date of the positive test
- If symptoms develop after positive test, person must then follow Situation 1 above

Calculation Method: Day of positive test + 10 days (e.g., Monday the 1st, may return on Thursday the 11th provided the person still has no symptoms)

Situation 3:

A person with symptoms of COVID who has not tested should remain in isolation for:

- At least 10 days since symptoms first appeared, **and**
- At least 24 hours with no fever without fever-reducing medication, **and**
- Other symptoms of COVID-19 are improving. Loss of taste and smell may persist for weeks or months after recovery and **need not delay** the end of isolation

Calculation Method: Day of last of symptom + 10 days, and no fever for 24 hours (e.g., Monday the 1st, first day of symptoms, may return Thursday the 11th, as long as the last day of fever was 24 hours or more before they are permitted back on campus.)

Exception: In Situation 3 only, a person's self-isolation period can be ended earlier than scheduled providing they produce a medical release from their doctor stating that they can return to campus or they get a negative viral COVID-19 test known as PCR test. In both scenarios, the person needs to advise the C19-RO that they have had no fever of 100.4°F or higher without the benefit of fever reducing medication for the past 24 hours.

Situation 4:

A person is determined to have had CLOSE CONTACT with someone who has COVID-19 if one or more of the following conditions occurred:

- you were within 6 feet of someone who has COVID-19 for at least 15 minutes (with or without facial coverings) starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to being tested) until the time the patient is isolated; or
- you provided care at home to someone who has COVID-19; or
- you had direct physical contact with someone who has COVID-19 (touched, hugged, or kissed them); or
- you shared eating or drinking utensils with someone who has COVID-19; or
- someone who has COVID-19 sneezed, coughed, or somehow got respiratory droplets on you.

If it is determined that a person has met one or more of the above conditions, the person

- Must self-isolate for 14 days after the last exposure to someone who has COVID-19. If the person develops symptoms during self-isolation, the person must then follow Situation 3.

Example: John Smith and Jane Doe are together on Monday the 1st. On Wednesday the 3rd, John begins to have symptoms of COVID-19. Working back 2 days, means that John was potentially infectious on Monday the 1st when both John and Jane were together. Therefore, Jane had close contact with John on Monday. Jane must self-isolate for 14 days not counting the day she was exposed. Jane may return to campus on Tuesday the 16th. (Calculation Method: Day of last contact + 14 days, if contact was on Monday the 1st, Tuesday the 2nd through Monday the 15th is the self-isolation period = Jane returning on Tuesday the 16th.)

However, anyone who has had close contact with someone with COVID-19, but who:

- had COVID-19 within the previous 3 months; and
- has recovered; and
- remains without symptoms does **NOT** need to self-isolate.

See also for close contact/quarantine scenarios: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

Persons requiring self-isolation who also have immunosuppression (from medications or immunosuppressive diseases including diabetes), may suffer from COVID-19 symptoms for a longer period of time should consult with their physician to discuss their personal health status and allow the physician to determine if a longer self-isolation period is warranted. If an extension of self-isolation is recommended by any medical authority, the affected student, staff, or faculty member should immediately inform the COVID-19 Response Officer of the Physician's request for extended self-isolation. Medical documentation should be provided to the C19-RO.

COVID-19 RETURN TO CAMPUS APPROVAL FORM (RTC FORM)

SITUATION 1 - TESTED POSITIVE FOR COVID-19 AND HAD SYMPTOMS

Any misrepresentation of information by the impacted person may result in disciplinary action.

Impacted Person: _____ B: _____

Student/Staff/Faculty _____ Contact Info: _____

COVID-19 Response Officer: _____ Date: _____ Time: _____

Was Body Temperature LESS the CDC Recommended 100.4°F? (Please Circle) YES NO

If temperature was 100.4°F or higher, no further action with impacted person necessary other than to inform them that their self-isolation is extended and to contact the COVID-19 Response Officer after 24 hours of no fever without the assistance of fever relieving medications.

SITUATION 1 - I TESTED POSITIVE FOR COVID-19, AND I HAD SYMPTOMS¹

You can be on campus after:

- 10 days since symptoms first appeared, and
- 24 hours with no fever without the use of fever-reducing medications, and
- Other symptoms of COVID-19 are improving*

**Loss of taste and smell may persist for weeks or months after recovery and need not delay the return to campus*

Date symptoms first appeared		
Since symptoms first appeared, has there been at least 24 hours with no fever without the use of fever-reducing medications?	Yes	No
Are other symptoms improving?	Yes	No
<small>*By signing below, I hereby affirm that the above information is true and correct to the best of my knowledge and belief.</small>		
Signature of COVID-19 Impacted Person*		
Date		

Authorized Date of Return: _____ C19-RO _____ Date: _____

Executive Approval: _____ Date: _____

¹ SYMPTOMS OF COVID-19: Fever (in excess of 100.4°F) or Chills, Cough, Shortness of Breath/Difficulty Breathing, Fatigue, Muscle or Body Aches, Headache, Newly Loss of Taste or Smell, Sore Throat, Congestion or Runny Nose, Nausea or Vomiting, and/or Diarrhea.

After form is approved, please email copies to AVP of Human Resources (for Students, Staff and Faculty), Associate Provost (for Students), and Vice President of Academic Affairs (for Students & Faculty). These are confidential medical records. Only those persons who have a legitimate need to know shall receive a copy of the information. Information is to be securely stored or properly destroyed.

COVID-19 RETURN TO CAMPUS APPROVAL FORM (RTC FORM)

SITUATION 2 - TESTED POSITIVE FOR COVID-19 BUT WAS/IS ASYMPTOMATIC

Any misrepresentation of information by the impacted person may result in disciplinary action.

Impacted Person: _____ B: _____

Student/Staff/Faculty _____ Contact Info: _____

COVID-19 Response Officer: _____ Date: _____ Time: _____

Was Body Temperature LESS the CDC Recommended 100.4°F? (Please Circle) YES NO

If temperature was 100.4°F or higher, no further action with impacted person necessary other than to inform them that their self-isolation is extended and to contact the COVID-19 Response Officer after 24 hours of no fever without the assistance of fever relieving medications.

SITUATION 2 - TESTED POSITIVE FOR COVID-19 BUT HAD/HAVE NO SYMPTOMS¹

If you continue to have no symptoms, you can be on campus after 10 days have passed since you had a positive viral test for COVID-19.

If you develop symptoms after testing positive, you must follow Situation 1.

Date of positive viral test for COVID-19		
Have you developed any symptoms of COVID-19 after testing positive?	Yes	No
*By signing below, I hereby affirm that the above information is true and correct to the best of my knowledge and belief.		
Signature of COVID-19 Impacted Person*		
Date		

Authorized Date of Return: _____ C19-RO _____ Date: _____

Executive Approval: _____ Date: _____

¹ SYMPTOMS OF COVID-19: Fever (in excess of 100.4°F degrees) or Chills, Cough, Shortness of Breath/Difficulty Breathing, Fatigue, Muscle or Body Aches, Headache, Newly Loss of Taste or Smell, Sore Throat, Congestion or Runny Nose, Nausea or Vomiting, and/or Diarrhea.

After form is approved, please email copies to AVP of Human Resources (for Students, Staff and Faculty), Associate Provost (for Students), and Vice President of Academic Affairs (for Students & Faculty). These are confidential medical records. Only those persons who have a legitimate need to know shall receive a copy of the information. Information is to be securely stored or properly destroyed.

COVID-19 RETURN TO CAMPUS APPROVAL FORM (RTC FORM)

SITUATION 3 – DID NOT TEST FOR COVID-19 BUT EXPERIENCED COVID-19 SYMPTOMS

Any misrepresentation of information by the impacted person may result in disciplinary action.

Impacted Person: _____ B: _____

Student/Staff/Faculty _____ Contact Info: _____

COVID-19 Response Officer: _____ Date: _____ Time: _____

Was Body Temperature LESS the CDC Recommended 100.4°F? (Please Circle) YES NO

If temperature was 100.4°F or higher, no further action with impacted person necessary other than to inform them that their self-isolation is extended and to contact the COVID-19 Response Officer after 24 hours of no fever without the assistance of fever relieving medications.

SITUATION 3 – DID NOT TEST FOR COVID-19 BUT EXPERIENCED COVID-19 SYMPTOMS¹		
A person with symptoms of COVID who has not tested should remain in isolation for:		
<ul style="list-style-type: none"> At least 10 days since symptoms first appeared, and At least 24 hours with no fever without fever-reducing medication, and Other symptoms of COVID-19 are improving (Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation.) 		
Date COVID-19 Symptoms First Appeared		
Symptoms of COVID-19 Are Improving	Yes	No
At least 24 hours with no fever without fever-reducing medication	Yes	No
	*By signing below, I hereby affirm that the above information is true and correct to the best of my knowledge and belief.	
Signature of COVID-19 Impacted Person*		
Date		

Exception: A person's self-isolation period can be ended earlier than scheduled providing they produce a medical release from their doctor stating that they can return to campus or they get a negative viral COVID-19 test known as PCR Test. In both scenarios, the person needs to advise the C19-RO that they have had no fever of 100.4°F or higher without the benefit of fever reducing medication for the past 24 hours.

Authorized Date of Return: _____ C19-RO _____ Date: _____

Executive Approval: _____ Date: _____

¹ SYMPTOMS OF COVID-19: Fever (in excess of 100.4°F) or Chills, Cough, Shortness of Breath/Difficulty Breathing, Fatigue, Muscle or Body Aches, Headache, Newly Loss of Taste or Smell, Sore Throat, Congestion or Runny Nose, Nausea or Vomiting, and/or Diarrhea.

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COVID-19 RETURN TO CAMPUS APPROVAL FORM (RTC FORM)

SITUATION 4 – I HAD CLOSE CONTACT WITH A PERSON WITH COVID-19

Any misrepresentation of information by the impacted person may result in disciplinary action.

Impacted Person: _____ B: _____

Student/Staff/Faculty _____ Contact Info: _____

COVID-19 Response Officer: _____ Date: _____ Time: _____

Was Body Temperature LESS the CDC Recommended 100.4°F? (Please Circle) YES NO

If temperature was 100.4°F or higher, no further action with impacted person necessary other than to inform them that their self-isolation is extended and to contact the COVID-19 Response Officer after 24 hours of no fever without the assistance of fever relieving medications.

SITUATION 4 – I HAD CLOSE CONTACT WITH A PERSON WITH COVID-19

Anyone who has had close contact with someone with COVID-19 must self-isolate for 14 days after their last exposure to that person. If you develop symptoms during this time, you must follow Situation 3.

Exception: *Anyone who has had close contact with someone with COVID-19 and who:*

- *developed COVID-19 illness within the previous 3 months, and*
- *has recovered **and** remains without COVID-19 symptoms (for example, cough, shortness of breath) does not need to self-isolate.*

Which Close Contact Scenario applies to you? (see below Close Contact Scenarios 1-4)²

Date of last exposure to person with COVID-19

- For Close Contact Scenario 2, date person with COVID-19 starts home isolation
- For Close Contact Scenario 4, date person with COVID-19 meets criteria to end home isolation

Have you developed any symptoms of COVID-19 during quarantine?¹

Yes

No

Have you had COVID-19 within the previous 3 months, recovered, and remain without symptoms?

Yes

No

Signature of COVID-19 Impacted Person*

*By signing below, I hereby affirm that the above information is true and correct to the best of my knowledge and belief.

Date (Below)

Authorized Date of Return: _____ C19-RO _____ Date: _____

Executive Approval: _____ Date: _____

After form is approved, please email copies to AVP of Human Resources (for Students, Staff and Faculty), Associate Provost (for Students), and Vice President of Academic Affairs (for Students & Faculty). These are confidential medical records. Only those persons who have a legitimate need to know shall receive a copy of the information. Information is to be securely stored or properly destroyed.

COVID-19 RETURN TO CAMPUS APPROVAL FORM (RTC FORM)

(SITUATION 4 -CONTINUED)

¹ SYMPTOMS OF COVID-19: Fever (in excess of 100.4°F) or Chills, Cough, Shortness of Breath/Difficulty Breathing, Fatigue, Muscle or Body Aches, Headache, Newly Loss of Taste or Smell, Sore Throat, Congestion or Runny Nose, Nausea or Vomiting, and/or Diarrhea.

² CLOSE CONTACT is currently defined by the CDC as one or more of the following: you were within 6 feet of someone who has COVID-19 for at least 15 minutes (with or without facial coverings); or you provided care at home to someone who has COVID-19; or you had direct physical contact with someone who has COVID-19 (touched, hugged, or kissed them); or you shared eating or drinking utensils with someone who has COVID-19; or someone who has COVID-19 sneezed, coughed, or somehow got respiratory droplets on you.

Scenario 1: Close contact with someone who has COVID-19—will not have further close contact

I had close contact with someone who has COVID-19 and will not have further contact or interactions with the person while they are sick (e.g., co-worker, neighbor, or friend).

Your last day of quarantine is 14 days from the date you had close contact.

Date of last close contact with person who has COVID-19 + 14 days = end of quarantine



Please note if your quarantine starts at noon on day 1, then it would end at noon on the last day.

Scenario 2: Close contact with someone who has COVID-19—live with the person but can avoid further close contact

I live with someone who has COVID-19 (e.g., roommate, partner, family member), and that person has isolated by staying in a separate bedroom. I have had no close contact with the person since they isolated.

Your last day of quarantine is 14 days from when the person with COVID-19 began home isolation.

Date person with COVID-19 began home isolation + 14 days = end of quarantine



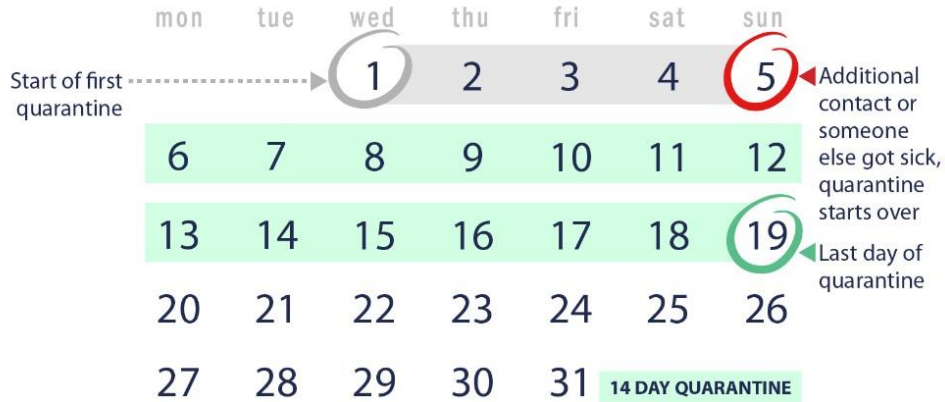
Please note if your quarantine starts at noon on day 1, then it would end at noon on the last day.

Scenario 3. Under quarantine and had additional close contact with someone who has COVID-19

I live with someone who has COVID-19 and started my 14-day quarantine period because we had close contact. What if I ended up having close contact with the person who is sick during my quarantine? What if another household member gets sick with COVID-19? Do I need to restart my quarantine?

Yes. You will have to restart your quarantine from the last day you had close contact with anyone in your house who has COVID-19. **Any time a new household member gets sick with COVID-19 and you had close contact, you will need to restart your quarantine.**

Date of additional close contact with person who has COVID-19 + 14 days = end of quarantine



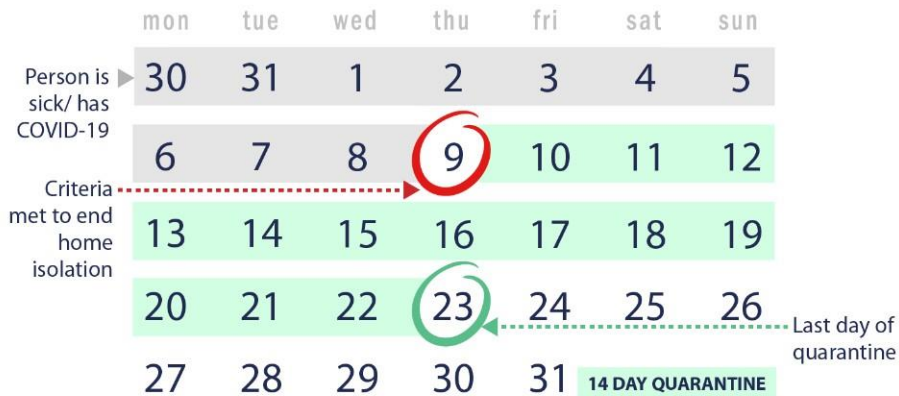
Please note if your quarantine starts at noon on day 1, then it would end at noon on the last day.

Scenario 4: Live with someone who has COVID-19 and cannot avoid continued close contact

I live in a household where I cannot avoid close contact with the person who has COVID-19. I am providing direct care to the person who is sick, don't have a separate bedroom to isolate the person who is sick, or live in close quarters where I am unable to keep a physical distance of 6 feet.

You should avoid contact with others outside the home while the person is sick, and quarantine for 14 days after the person who has COVID-19 meets the [criteria to end home isolation](#).

Date the person with COVID-19 ends home isolation + 14 days = end of quarantine



Please note if your quarantine starts at noon on day 1, then it would end at noon on the last day.

For more information, see:

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>