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|  | **Effective Date**  July 22, 2020 | | **Number**  C 01 | |
| **Subject**  COVID-19 Positive Case, Tracing and Quarantine Protocol | | | | |
| **Reference**  CDC Guidelines, UH and UHD Draft Responsibilities, Script, Tracking Spreadsheet and Database | | **Special Instructions**  None | | |
| **Distribution**  UHCL Employees | | **Reevaluation Date**  As needed | | **No. Pages**  8 |

# PURPOSE

This document outlines the steps to be taken in the event an employee or student becomes positive for Covid-19. Notification and follow-up responsibilities are listed, along with return to work protocols.

# POLICY

The health and safety of the UHCL community is paramount during this unprecedented time. UHCL strives to operate in compliance with local, state, and federal requirements as well as recommendations from the Centers for Disease Control (CDC) to minimize the spread of Covid-19.

This policy is to be used in conjunction with the Return to Work Policies from the stay-at-home order, and identifies the steps that must be taken whenever a member of the UHCL community should develop signs or symptoms of Covid-19. Should a faculty, staff, or student become ill, or come into close contact with a positive Covid-19 case, they will be required to go home immediately, make the notification(s) indicated, quarantine or isolate as appropriate, test, and comply with contact tracing so that any additional potentially affected personnel or students may be contacted as well for quarantine and monitoring. Those on campus showing symptoms will be asked the locations they have been on campus for the two days prior to onset of symptoms. Conditions and approval for return to work must be followed to ensure slow of the spread of the virus.

## DEFINITIONS

1. Close Contact – Being within 6 feet of a person that has tested positive for Covid-19 for 15 minutes or more, which is a reasonably long enough period of time to potentially have acquired the virus.
2. Quarantine – Separation from others for 14 days to monitor for symptoms after being in close contact with a person who has been confirmed to have Covid-19, to prevent further spread if they have contracted it. If any signs or symptoms show within those 14 days, the person should be tested for Covid-19 to determine whether they need to go into isolation.
3. Isolation – A person that has been tested positive for Covid-19 should be in isolation, separated from others with their own bedroom and bathroom, and have food delivered to prevent spread to others while they are showing signs and symptoms, while they are infectious. The duration of isolation should start at the onset of symptoms and last until symptoms improve to where there is no fever (without the use or help of medicine), and at least 10 days after symptom onset.
4. Signs – a health effect that can be observed externally, such as temperature. Common Covid signs include: cough, shortness of breath or difficulty breathing, diarrhea, repeated shaking, and fever. One or more sign may be present, or none.
5. Symptoms – a health effect that is felt. Common Covid symptoms include: muscle pain, sore throat, chills, headache, loss of taste or smell, and feeling feverish. One or more may be present, or none.
6. Asymptomatic – A person who does not show any signs or symptoms of a disease, but who may still be infectious to others. The amount of time they are infectious may be assumed to be the same amount of time that a person showing symptoms would be infectious.
7. Incubation Period – Period of time in which a person is exposed to and absorbs the virus to where it multiplies enough to give first sign or symptom of the disease. The average incubation period (50%) for Covid is 4-5 days, with 95% by 10 days, although may be as long as 14 days.
8. Infectious Period – The period of time during which a person infected is able to transmit the virus to others. Covid infectious periods typically start two days before the first onset of symptom(s), and lasts about 10 days after that for mild illness, so is considered at least 10 days after symptom onset. It lasts until the person has not had any sign(s) or symptom(s) (without the aid of medicine for headaches or pain).
9. Active Virus Test – This is a simple swab test of the mouth, nose, or throat to detect the RNA gene sequences of the virus, which is only present in active cases, detectable when there are large enough quantities of the virus present, such as during the infectious period.
10. Prior Virus Test – This is a blood test to detect antibodies, which indicate that the body has previously come into contact with and developed the ability to fight off the virus.
11. Respiratory Droplets – Small particles of liquid that come out of the mouth or nose from sneezing, coughing, talking, singing, etc. The Covid virus is attached to these droplets and infects others when they are inhaled. These droplets cannot float in the air indefinitely, and fall to the ground or other surfaces due to gravity. This is why frequent handwashing after touching surfaces and cleaning surfaces is important.
12. PPE – Personal Protective Equipment, such as face shields, surgical masks and face coverings, gloves.

## PROCEDURES

* 1. **Flow Chart** **for Covid-19 Notifications and Tracing, Return to Work/Campus**

**Notification Received of Employee Sign(s), Symptom(s), Diagnosis, – or – Potential Exposure**

EHS/Tracers – or – Counseling Services

Assign Tracer

Contact Reporting Person

Potential Exposure? Sign(s), Symptom(s)? – or – Diagnosis Positive?

Quarantine and test if Sign(s), Symptom(s) Isolate

Follow-up email with procedure. Notify: HR, Supervisor, FMC WO for disinfection if symptoms and on campus

Any Potential Exposures = Close Contact at UHCL?

Yes No

Call Potential Exposures Follow-up with case

Quarantine Potentials, follow-up with email, copy of procedure

Notify: HR, Supervisor, WO to FMC for disinfection if symptoms and on campus

Follow-Up with all

Submit Return to Work Form. Return to work is approved by EHS/Tracers after no symptoms in quarantine after potential exposure. Or, after no illness, with at least 10 days isolation, negative test and/or doctor’s permission after being Covid-19 positive per the return to work policy.

* 1. **Activity Log –** If an employee should develop symptoms of Covid-19, or if they are and have been in close contact with a person who has tested positive, they will be asked for a list of locations visited on campus, up to the two days before they noticed symptoms. An activity log should be recorded by employees to help recall locations they have been if this becomes necessary. i.e., if they develop symptoms, or are asked to quarantine at home. An activity log template is provided for employees to use if they would rather use that than a notepad on their desk or their work email calendar. Whatever log is used, it should be accessible to and mentioned to their supervisor. This will assist if they become ill and are unable to access it or reply.
     1. Employees should keep an activity log.
     2. Students should ensure that their emergency contact information is up to date in E-services and keep note of locations on campus with their emergency contact able to access that list of locations.
  2. **Employee Responsibilities** – All employees are responsible for adhering to the practices established in accordance with local and CDC guidance for preventing the spread of Covid-19. Below is a reminder of some of the return-to-campus protocols to be used in conjunction with this procedure.
* **Self-screen daily for any of the following possible signs and symptoms** of Covid-19. If any appear, do not go into work. If any appear while at work, go straight home immediately. Then contact your supervisor and complete the online notification form.
  + Cough
  + Shortness of breath or difficulty breathing
  + Muscle pain
  + Sore throat
  + Diarrhea
  + Chills
  + Repeated shaking with chills
  + Headache
  + Loss of taste or smell
  + Feeling feverish or measured temperature greater than or equal to 100.0°F
  + Known close contact with a COVID-19 positive person within the last 14 days
* **While at work:** 
  + Rigorously practice hand hygiene, cough/sneeze etiquette, cleanliness, and sanitation.
  + Maintain at least 6 feet distance from others.
  + Wear a face mask or cloth face covering over the mouth and nose to protect yourself and others.
  + Wash or disinfect hands while at work and after any interaction with other individuals or items in the work place.
  + Keep meetings to 10 people or less and spread out as much as possible, or utilize Microsoft Teams or Zoom for meetings when needed to maintain social distancing.
  + Maintain office cleanliness through removal of unnecessary personal items and debris to create clean counter spaces and support of cleaning efforts on common surfaces. If additional cleaning is needed, please contact Facilities Management.
* **If you begin to show symptoms:** notify your supervisor and leave work immediately. Do not wait or make contact with other individuals on campus.
  + Fill out the proper form online
  + Contact your healthcare provider for further guidance by phone or electronically. Do not just show up to a doctor’s office or clinic.
  + Contact Human Resources by emailing Kristyn [DalmolinK@uhcl.edu](mailto:DalmolinK@uhcl.edu) or Erika [DeLeon@uhcl.edu](mailto:DeLeon@uhcl.edu).
  1. **Online Notification Forms –** shall be completed by any member of the UHCL community that has been on campus after having developed signs/symptoms of Covid-19 or that has been in close contact with another person who has tested positive for Covid-19. The forms are located at: <https://www.uhcl.edu/health-alert/>, and include potential exposures, symptoms or diagnosis of Covid-19, and Quarantine or Isolation release.

Student forms are reviewed and evaluated by the Health Center. Employee forms will be reviewed and followed up by EHS and supporting employee contact tracers. Those wishing guidance with the Counseling Center will continue to have follow-up with the Counseling Center.

* 1. **Tracer Notifications and Quarantine Requests –** The Response Coordinator will check for notifications at least once daily, review them and assign each to a contact tracer. Tracers may be nominated and approved, with training online and the expectation of confidentiality with respect to HIPAA medical records and anti-discrimination. The number of tracers needed may increase as the fall semester starts, or should another wave of Covid-19 appear.

Tracers will communicate with the contact, and refer to HR for insurance information and applicable leave, which will be reviewed on a case by case basis depending on the types of leave available, and whether they can work from home. Effort will be made to ensure the employee is working and paid while they are out on quarantine or isolation, but not all circumstances can be foreseen or guaranteed.

**Example Questions:**

Can you please confirm your [badge/PS number login] Id Number?

I understand you were diagnosed with or exposed to Covid-19. Can you tell me how?

When did you first start experiencing sign(s) or symptom(s)?

Did you go to campus to work during that time?

Where all on campus did you go? (include break rooms, restrooms, etc.)

Were you in close contact with any other employees or students while on campus?

* 1. **Follow-Up by Tracers** – Tracers will follow up with those in quarantine periodically, and those who have tested positive to check status, ask if they have any questions or need help finding resources.
  2. **Return to Work –** Clearance can be done by Environmental Health and Safety (EHS)/Health Center (HC) during follow-up conversations, and/or by submission of the online form and approval meeting the following criteria and the return to work policy:
     + - (Ensure the TAP SH2005 Covid-19 Return to Work training has been completed, and send certificate to supervisor, and EHS/HC if quarantined or isolated)
       - Fourteen days of quarantine, and no development of signs or symptoms, or
       - The number of days of quarantine before developing signs or symptoms, plus the time in isolation when sign(s) and/or symptom(s) are present.
       - At least 10 days after symptom onset.
       - Until the person does not have any sign(s) or symptom(s) (without the aid of medicine for headaches or pain).
       - A negative test, (keep in mind the test will not detect the virus unless it is in large enough quantities, until sign(s) or symptom(s) may show).
       - Return to work authorization / fitness for duty certification from a healthcare provider
       - Approval by EHS/HC after phone or online form, and receipt of negative test and/or doctor’s authorization.
  3. **Assignment of Responsibilities:**

The COVID-19 Response Coordinator:

* Coordinate the initial response relating to COVID-19 positive cases for UHCL
* Review and assess the “COVID-19 Report of Potential Exposure Form” and “COVID-19 Report of Diagnosis Form”
* Assign the report to a contact tracer, and ensure the following are completed by tracers:
  + Share positive case location information with Facilities
  + Lock out and/or tag out affected areas
  + Initiate the Contact Tracing Process
  + Notify Human Resources of any known cases, and supervisors as employee indicates
  + Access positive case, exposure, return to work data for purposes of leave tracking
  + Identify supervisors in the event employees cannot be reached through contact tracing
  + Interface, as needed, with the Houston Health Department

Facilities Management:

* Receive information of positive cases from the COVID-19 Response Coordinator or tracers
* Work with Contact Tracing team to identify all spaces that may have been impacted by the infected individual dwelling in them for 10 minutes or more
* Send Facilities Services Team to location space
* In conjunction with the impacted department and EHS, secure the room(s) identified and provide signage to prohibit entry until the disinfection process is complete
* Hold impacted spaces for a minimum of 24-hours before commencing decontamination, if possible, to protect employee(s) sanitizing
* Coordinate with scheduling and Academic Affairs to notify them of classroom(s) unavailable for 24-48 hours.
* Notify the Emergency Response Contractor to disinfect and sanitize impacted space(s)
* Notify EHS and department(s) affected upon completion, and removal of lock(s), sign(s)

Contact Tracers:

* Receive information of positive cases from the COVID-19 Response Coordinator
* Begin an investigation upon receipt of a positive or potential case
* Interview the affected employee, following recommended questions, with confidentiality and respect
* Encourage the affected employee to be tested if they have not already done so and are showing sign(s) or symptom(s)
* Ask the employee to report test results back, and to HR, and encourage reporting to their supervisor
* Review or ask the employee to complete the “COVID-19 Report of Potential Exposure Form” and “COVID-19 Report of Diagnosis Form” as applicable
* Have completed the contact tracing training
* Contact Human Resources for assistance if not successful in contacting the affected employee
* Document investigation information in excel tracking spreadsheet or Veoci database

Human Resources:

* Receive leave questions from the COVID-19 Response Coordinator for handling
* Answer concerns regarding out of work and questions
* Assist regarding telework questions
* Communicate with supervisors
* Receive information regarding, or ask the employee to complete the “COVID-19 Report of Potential Exposure Form” and “COVID-19 Report of Diagnosis Form” as applicable

Office of Emergency Management:

* Serve as the COVID-19 Response Deputy Coordinator
* Coordinate any responses as needed (refer to COVID-19 Response Coordinator)
* Refer facility needs to Facilities
* Refer any personnel issues or requests to Human Resources

Student Health Center:

* Conduct tracing on the student related cases
* Assist in sharing emails if reports and processing are required by a physician
* Remind patients to self-report if necessary
* Share information with the COVID-19 Response Coordinator on reported cases, forwarding if an employee, statistics for students
* Provide clinical guidance and medical support to the COVID-19 Response Coordinator
* Act as a consultant with medical related expertise

Marketing and Communication:

* Coordinate and implement the internal and external communication efforts for the COVID-19 Response Group
* Provide support for communications during the incident response or outbreak

Office of General Counsel:

* Review COVID-19 policies before posted on the UHCL webpage
* Review and approve forms
* Provide legal guidance to COVID-19 Response Coordinator

**Activity Log**

|  |  |
| --- | --- |
| Name: | Date From: Date To:  Time From: Time To: |
| Position: | Department: |
| Work Location: |  |
| Date / Time | Notable Activities, location, person(s) present |
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## APPROVAL

\_\_\_\_ (electronically approved) \_\_\_\_\_\_\_\_\_

Director of Environmental, Health & Safety

Date: July 22, 2020