

Ohio University Student & Employee

COVID-19 RESPONSE PROTOCOL



Fall 2020

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Ohio University COVID-19 Response Protocol

Definitions

COVID-19 symptoms: The list of symptoms is rapidly evolving and is frequently updated. The list as of this writing includes fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body ache, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea.

COVID positive (COVID+): A person who has been tested for COVID-19 and has received a positive result.

Presumed COVID positive: A person experiencing COVID-19 symptoms who has not been tested.

COVID exposure: COVID exposure is defined as being within six feet of a COVID positive person (case) with or without a mask for at least 15 minutes. A person who has had this type of exposure is referred to as a contact.

Contact tracing: There are two parts to contact tracing. 1) Case Investigation: A case (someone who has tested positive or is presumed positive) is called by the health department. The health department inquires about symptoms and all people who may have been exposed (by definition above) during the period that the case was infectious. Those individuals are defined as contacts. They will ask for contact details so they can call people who may be at risk. Cases will be asked to isolate. 2) Contact call: All people identified as contacts during the case investigation will receive a call from the health department. They will ask contacts about symptoms and inform them of the need to quarantine. The name of the person who tested positive will not be shared with the contact.

Quarantine: Separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.

Isolation: Separates sick people with a contagious disease from people who are not sick.

The 4 things you need to do if you have COVID-19 symptoms, are presumed COVID positive or are COVID positive:

1. Make sure you have contacted the OhioHealth COVID Hotline for Ohio University
2. Get the care you need
3. Notify Ohio University
4. Isolate or Quarantine as advised

For those with symptoms of COVID-19

Contact the COVID Hotline:

- If you are experiencing acute symptoms such as shortness of breath, dizziness, decreased awareness, difficulty staying awake or bluish lips or face, CALL 911
- If you are experiencing COVID-19 Symptoms, but they are NOT acute as described above call the OhioHealth COVID Hotline for Ohio University: **1-877-OUCOVID (877-682-6819)**.

Get the care you need:

- The provider who placed the order for your test will notify you of your results.
- If your test is positive, an OhioHealth case manager will follow up with your recovery progress and advise when you are able to return back to work/school.
- Call your primary care provider or nearest urgent care for further evaluation of symptoms and treatment recommendations. (Students in Athens may contact Campus Care M-F 8a-5p by calling 740-592-7100).

Notify Ohio University:

- Notify Ohio University of your need to isolate due to symptoms of COVID-19 with this [COVID-19 incident report](#). You will be assigned to a COVID campus liaison who will connect you with appropriate campus services.
- Inform your instructor(s) and/or supervisor.
 - Discuss options for learning/working remotely.
 - Students should make arrangements directly with their instructor(s).
 - For employees, your immediate supervisor and unit head will be responsible for arranging teaching or work coverage.
 - Employees who are unable to work from home during their illness should contact UHR@ohio.edu to discuss leave options.
 - Those who need additional assistance to work or study remotely should notify their case manager who will connect the student or employee with appropriate services.
- Prepare a list of potential contacts from the 48 hours prior to symptom onset until the time you began to isolate to assist contact tracers.

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Isolate or Quarantine as advised:

- Isolate yourself from the public and others in your living space. Do not go to class, work, the homes of others, or any other public places.
- If you are on campus when you develop symptoms, self-isolate. If you live in a residence hall, return to your room.
- The decision to discontinue home isolation is a case-by-case basis situation and an OhioHealth case manager will contact you to advise when you are able to return to work/school plan.
- It is not recommended by the CDC to have another COVID-19 test done in order to discontinue isolation or return to work/school.
- CDC guidelines for ending isolation as of 7/27/20 state:

If COVID test is positive:

- At least 10 days have passed since the start of symptoms. If asymptomatic, then 10 days since positive test results AND
- At least 24 hours have passed since recovery, which is defined as (a) resolution of fever without the use of fever-reducing medication AND (b) when symptoms have significantly improved.
- Return when symptoms have significantly improved.

If COVID test is negative:

- Return when at least 24 hours have passed since recovery, which is defined as (a) resolution of fever without the use of fever-reducing medications AND (b) symptoms have significantly improved.

For those with COVID+ exposure

Contact the COVID Hotline:

- Call the Ohio University COVID Hotline powered by OhioHealth: **1-877-OUCOV19 (877-682-6819)**.

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Get the care you need:

- A case manager who is a registered nurse will be assigned to monitor your symptoms, connect you to resources, and provide documentation for missing and returning to school/work.
- If you develop symptoms and need medical evaluation, call your primary care provider or nearest urgent care for evaluation of symptoms and treatment recommendations. (Students in Athens may contact Campus Care M-F 8a-5p by calling 740-592-7100). Students and employees who have traveled to states under the current Ohio Travel Advisory should quarantine for 14 days, in compliance with the advisory.

Notify Ohio University:

- Notify Ohio University of your need to quarantine due to your exposure, direction from a physician, or an order from a health department with this COVID-19 incident report. You will be assigned to a COVID campus liaison who will connect you with appropriate campus services.
- Inform your instructor(s) and/or supervisor.
 - Discuss options for learning/working remotely.
 - Students should make arrangements directly with their instructor(s).
 - For employees, your immediate supervisor and unit head will be responsible for arranging teaching or work coverage.
 - Employees who are unable to work from home during their illness should contact UHR@ohio.edu to discuss leave options.
 - Those who need additional assistance to work or study remotely should notify their case manager who will connect the student or employee with appropriate services.
 - Students and employees that have a disability and need an accommodation should work with the Student Accessibility Services or Office of University Accessibility.

Isolate or Quarantine as advised:

- Quarantine yourself from the public and others in your living space. Do not go to class, work, the homes of others, or any other public places.

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- If you are on campus when you learn of your exposure, self-isolate. If you live in a residence hall, return to your room and follow the instructions of Housing and Residence Life.
- You will need to quarantine until you have been cleared to return to school or work by public health officials. Criteria for clearance are (CDC criteria for ending quarantine as of 7/27/20. Subject to updates):
 - 14 days from the time of last exposure
- If you develop symptoms during exposure, call the Ohio University COVID Hotline powered by OhioHealth: **1-877-OUCOV19 (877-682-6819)**. The quarantine time may be extended.

For those who are COVID+ (or have been diagnosed as a probable case)

Contact the COVID Hotline:

- If you have not already, call the Ohio University COVID Hotline powered by OhioHealth: **1-877-OUCOV19 (877-682-6819)**.

Get the care you need:

- A case manager who is a registered nurse will be assigned to monitor your symptoms, connect you to resources, and provide documentation for missing and returning to school/work.
- Call your primary care provider or nearest urgent care for further evaluation of symptoms and treatment recommendations. (Students in Athens may contact Campus Care M-F 8a-5p by calling 740-592-7100).

Notify Ohio University:

- Notify Ohio University of your need to isolate due to your positive COVID-19 test result, direction from a physician, or an order from a health department with this [COVID-19 incident report](#). You will be assigned to a COVID campus liaison who will connect you with appropriate campus services.
- Inform your instructor(s) or supervisor.
 - Discuss options for learning/working remotely.
 - Students should make arrangements directly with their instructor(s).

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- Employees notify their immediate supervisor and unit head who will be responsible for arranging teaching or work coverage.
- Employees who are unable to work from home during their illness should contact UHR@ohio.edu to discuss leave options.
- Students and employees that have a disability and need an accommodation should work with the [Student Accessibility Services](#) or [Office of University Accessibility](#).
- Those who need additional assistance to work or study remotely should notify their case manager who will connect the student or employee with appropriate services.
- Prepare a list of potential contacts from the 48 hours prior to symptom onset until the time you began to isolate to assist contact tracers.

Isolate or Quarantine as advised:

- Isolate yourself from the public and others in your living space. Do not go to class, work, the homes of others, or any other public places.
 - If you are on campus when you learn of your test results, self-isolate. If you live in a residence hall, return to your room and follow the instructions of Housing and Residence Life
 - The decision to discontinue home isolation is a case-by-case basis situation and an OhioHealth case manager will contact you with a return to work/school plan.
 - It is not recommended by the CDC to have another COVID-19 test done in order to discontinue isolation or return to work/school.
 - CDC guidelines for ending isolation as of 7/27/20 state:
 - At least 10 days have passed since the start of symptoms. If asymptomatic, then 10 days since positive test results.
 - Return when at least 24 hours have passed since recovery, which is defined as a resolution of fever without the use of fever-reducing medications.
 - Return when symptoms have significantly improved.

Information for Faculty/Staff

Expectations for faculty/staff when responding to COVID-related concerns of others:

- Advise those reporting to you to follow recommendations above.
- Post appropriate signage for closing any related university spaces if a room is contaminated. Signage will be available in each classroom and in each departmental main office.
- Complete COVID notification form through this [COVID-19 incident report](#) as soon as possible to allow for space management regardless of whether you believe it has been previously reported by someone else. Do this for each person (faculty/staff/student) who reports their illness or exposure to you.
- Do NOT share personal identifying information regarding an individual except for with appropriate authorities (via the incident report form and/or your supervisor, as needed).
- Contact tracing will be completed by the local health department who will notify close contacts and provide specific instructions regarding quarantine. Do not attempt to contact trace yourself.

Protocol for classroom/space:

- Spaces used by individuals who are COVID+ (or diagnosed as probable cases) may need to be cleaned. Generally, the spaces should be cleaned daily. Notification for cleaning will only occur if there is an acutely sick person in the room. If the report comes in more than 24 hours after the incident, there will be no additional cleaning.
- A report using the same [COVID-19 incident report](#) will trigger the creation of a work order.
- If a student is acutely sick in the room, post signage that the space is temporarily unavailable. The sign(s) will be removed by facilities following cleaning and a clean sign will be posted.
- Once the cleaning protocol is complete, the space may be reopened.

Overview of Maxient functions:

The COVID-19 incident report form has been created within a University system known as Maxient.

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- Maxient reports will be filtered for duplicates, triaged and individuals will be assigned a University assigned COVID campus liaison.
- Maxient daily analytics will be created without Personally Identifiable Information to identify patterns and trends. This information will be provided to deans, provost, president and other stakeholders to allow for adjustments and development of mitigation strategies.

Case managers for students will:

- Create a case log and “ping” the appropriate office and staff members. Authorized personnel will sign-in to Maxient to receive necessary details to trigger individual department’s protocols (level of detail in the report will depend on the office and need for specificity):
 - Housing and Residence Life – initiates quarantine/isolation protocol
 - Student Services – pulls all course rosters for symptomatic student and notifies instructors
 - Registrar – determines the necessity of finding new classrooms
 - Facilities - begins any necessary cleaning protocols
 - Appropriate college dean
 - Student’s on-campus work instructor if appropriate
 - Access control to restrict access to appropriate buildings and facilities
 - Parents or emergency contact of students
- Follow up with students to ensure that they called the OhioHealth COVID-19 Hotline for Ohio University, isolated or quarantined as appropriate, and have social, nutritional and academic needs met.

Case managers for faculty/staff will:

- Create a case log and “ping” the appropriate office and staff members to trigger individual departments’ protocols (level of detail in the report will depend on the office and need for specificity):
 - Immediate supervisor and planning unit head (dean, director)
 - Facilities - work order for cleaning protocol
 - Co-workers – if they were determined to be in close contact, they will be advised to take appropriate actions without identifying the specific exposure.
 - Human Resources

Other Useful Information

- [CDC Guidelines for Quarantine](#)
- [Checklist: What to do if you feel sick](#)
- [Ohio University COVID19 Page](#)

URL Glossary

- [COVID-19 incident report <http://www.ohio.edu/ReportExposure>](http://www.ohio.edu/ReportExposure)
- [Ohio Travel Advisory <https://coronavirus.ohio.gov/wps/portal/gov/covid-19/families-and-individuals/COVID-19-Travel-Advisory/COVID-19-Travel-Advisory>](https://coronavirus.ohio.gov/wps/portal/gov/covid-19/families-and-individuals/COVID-19-Travel-Advisory/COVID-19-Travel-Advisory)
- [Student Accessibility Services <https://www.ohio.edu/uc/sas>](https://www.ohio.edu/uc/sas)
- [Office of University Accessibility <https://www.ohio.edu/accessibility>](https://www.ohio.edu/accessibility)
- [CDC Guidelines for Quarantine <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html)
- [Checklist: What to do if you feel sick <https://coronavirus.ohio.gov/wps/portal/gov/covid-19/checklists/english-checklists/when-you-are-sick>](https://coronavirus.ohio.gov/wps/portal/gov/covid-19/checklists/english-checklists/when-you-are-sick)
- [Ohio University COVID19 Page <https://www.ohio.edu/coronavirus>](https://www.ohio.edu/coronavirus)