

## SCC Potential Exposure Notification Procedure – Spring and Summer 2021

The following protocol is to be followed when a faculty or staff member identifies an individual that is exhibiting signs/symptoms, has been exposed to someone confirmed to have COVID-19 or an individual discloses that they are or may be experiencing COVID-19 signs/symptoms.

According to the Centers for Disease Control (CDC), individuals with COVID-19 can exhibit a wide range of signs/symptoms ranging from mild to severe illness. Signs/Symptoms may appear **2-14 days after exposure to the virus**. Common COVID-19 symptoms include: Fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea.

### **What to do if an individual on campus exhibits symptoms?**

Whether it is an employee or a student, any individual on district property that is sick or exhibiting signs/symptoms of COVID-19 should be sent home.

The following steps are to be followed if an individual discloses to a faculty or staff member that they are experiencing signs/symptoms or may have been exposed to someone who tested positive for COVID-19.

### **INITIAL NOTIFICATION**

***Steps 1 through 4 are to be followed by the faculty or staff member that receives the notification from an individual.***

**College representative who has been told by an individual that he/she is experiencing symptoms of COVID-19, tested positive for COVID-19 or has been exposed to someone who tested positive for COVID-19:**

**Step 1:** Thank the individual for coming forward and notifying you. **If they are on campus at the time of notification, inform them that they must go home.** If an individual must wait for transportation, they are to wait outside the building, and physically distance (at least 6 feet) from others.

**Step 2:** Let them know that a COVID Case Worker will be contacting them by the end of the day for follow-up. Get a contact phone number or email so the COVID Case Worker may follow up. For students this contact information will come via the Health Screening Alert Form. Please CC the dean or manager of the area on the email that is sent to the COVID caseworker.

***Please note: Legal counsel has advised us that under no circumstances should faculty, administrators, or staff disclose the name of a student or another employee who has self-diagnosed or has a confirmed case of COVID-19 to other students, and disclosure should be on a need to know basis with respect to sharing with college or district employees.***

**Step 3:** If the individual notified you in person (face-to-face), inform your supervisor, leave the campus and do not take part in any on campus work until informed by the COVID County Public Health Liaison notifies you it is safe to return on campus.  
*If you are notified over the phone or by email this step is not necessary.*

**Step 4:** Document the activity that took place during Steps 1 through 3. All employee potential exposures should be sent via email by the respective supervisor to [covidcaseworker@solano.edu](mailto:covidcaseworker@solano.edu). The email subject line should have the below format:

Bargaining unit of the employee (e.g. CSEA, Local 39, etc.), last name of the employee, first name of the employee.

All student Health Screening Alert forms should be sent by faculty to their respective dean. The dean will forward the health screening alerts to [covidcaseworker@solano.edu](mailto:covidcaseworker@solano.edu). The email subject line should have the below format:

School (e.g. nursing, Autotech, etc.) last name of the student, first name of the student.

A member of the COVID team will follow up with student or employee, within 24 business hours of receiving the information, to complete the contact tracing.

### **COVID CASE WORKER FOLLOW-UP**

***Steps 5 through 9 are to be followed by the COVID Case Worker who has been notified of the potential exposure.***

#### **For Students:**

##### **Step 5a:**

The COVID Case Worker will follow up with the individual based on the Health Screening Alert results, within 24 business hours of receiving the information.

- A. Confirm individual's identification (via Banner, etc.)
- B. Confirm contact information (email and phone number)
- C. Ask the student the following questions:
  - d. What date was your positive test, were you presumed positive by your health care provider or did you begin to show signs/symptoms? Or, when were you exposed to someone who is positive?
  - e. When was the last time you were on campus?
  - f. What buildings on campus did you enter?
  - g. What other students or employees did you come into contact with when you were last on campus?

Close contact is defined by the Centers for Disease Control (CDC), as being within 6 feet of someone with the virus for a cumulative total of 15 minutes (or more) over a 24-hour period.

The COVID Case Worker will advise the Dean of the area where there was a potential student exposure, positive test or symptoms of the date the student may return to on campus activities, including but not limited to clinical rotations, internship or any other activity related to the college. The Dean will then notify the faculty and student of when they may return.

## **For Employees:**

**Step 5b:** The COVID Case Worker will follow up with the individual who is showing symptoms/signs of COVID-19, or has been potentially exposed to COVID-19 and ask the following questions:

- A. Confirm individual's identification (Via Banner, etc.)
- B. Confirm contact information (email and phone number)
- C. Ask the employee the following questions:
  - d. What date was your positive test, were you were presumed positive by your health care provider or did you begin to show signs/symptoms? Or, when were you exposed to someone who is positive?
  - e. When was the last time you were on campus?
  - f. What buildings on campus did you enter?
  - g. What other students or employees did you come into contact with when you were last on campus?

Close contact is defined by the Centers for Disease Control (CDC), as being within 6 feet of someone with the virus for a cumulative total of 15 minutes (or more) over a 24-hour period.

The COVID Case Worker will advise the employee and the immediate supervisors of the date the employee may return to on campus work. The employee will work with their immediate supervisor to see if remote working is an option.

The student and employee are to keep the COVID Case Worker informed of their status as they go through the remote period and/or recover from their symptoms.

**Step 6:** The COVID Case Worker will document all communication with all employees and students potentially exposed COVID.

**Step 7:** The COVID Case Worker will then notify the Superintendent/President, the appropriate Vice President, and the Facilities Director.

**Step 8:** The COVID Case Worker will notify anyone who may have been potentially exposed by coming into contact with the potentially infected person. Under HIPPA regulation the name of the person who is presumed positive will not be shared with any other employee or student.

**Step 9:** Document the activity that took place during Steps 5 through 8.