

## Appendix B:

### GUIDANCE: STEPS TO TAKE FOR A POSSIBLE OR CONFIRMED COVID-19 ILLNESS ON CAMPUS

#### Purpose

The following is intended to provide guidance to protect our campus community when a member has been exposed to others infected by COVID-19, is suspected of having COVID-19 or tests positive for COVID-19. It describes procedures for reporting, measures required to prevent the spread of COVID-19 and the campus response. It should not be construed as medical guidance.

#### Definitions

- Confirmed case - one in which there is medical confirmation through health care provider diagnosis and/or testing of COVID-19 infection
- Daily Screening - a questionnaire completed by employees who will be on campus that day which includes questions about the presence of COVID-19 symptoms and their exposure to others with COVID-19
- Exposure Case – is defined as having had close contact (< 6 feet for ≥15 minutes) with an individual who by medical diagnosis or testing is a Confirmed COVID-19. **A contact with an individual who lives with or who has been exposed to another confirmed to have COVID-19 is considered a “contact of a contact” and not an exposure.** Additional guidance on assessing exposure can be found on the CDC website at <https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html>
- Suspected Case - is an individual having COVID-19 symptoms identified by the CDC who has not yet been confirmed to be infected <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

#### Reporting Procedures

For employees working on campus a Daily Screening is required. It should assess whether there has been an exposure, or it is a suspected case. If either are identified, the employee will be directed to stay home and contact their health care provider. A report will be filed with Emergency Management. Human Resources and the employee’s management/senior management will be notified. Human Resources will reach out to the employee to determine next steps.

Typically, when there has been an exposure the Department of Health will send a letter to the individual to notify them of the need to do a precautionary quarantine for up to 14 days. Testing may not be required, but the Broome County Health Department will remain in communication with the exposed. If no symptoms appear, the Broome County Health Department will release the individuals from quarantine. The Broome County Health Department notification for quarantine and release should be provided to Human Resources. If the employee has not been notified by the Broome County Health

Department and is sure of the exposure, they should notify the Broome County Health Department.

If the screening reveals a suspect case, actions will be based on instructions from the Health Care Provider. Testing may be required. The employee will need to quarantine in accordance with testing protocols and Health Care Provider guidance. Due to the varied response to COVID-19, a positive case may result in minor symptoms or lead to longer recovery periods. Employees should keep Human Resources apprised of their status as best as possible. Remote work and return to work must be worked out with Human Resources and the employee's management/senior management.

If a coworker has been made aware of or suspects another employee of being ill with COVID-19, they should encourage them to complete the Daily Screening to report it. If the symptoms are to a degree which warrants immediate care, their supervisor and Human Resources should be contacted in order to provide further guidance. In an emergency, dial 911 or 9-911 from a campus phone. Confidential reporting of possible exposures or COVID cases by a coworker can also be submitted to the Emergency Management email at [eoc@sunybroome.edu](mailto:eoc@sunybroome.edu).

Employees who are not working on campus and who have had an exposure or are a suspect case should report it to the Broome County Health Department and contact their Health Care Provider. They should not come to campus. Remote work and return to work must be worked out with Human Resources and the employee's management/senior management.

Students will be encouraged to complete a Daily Screening. Similar to the employee screening, if a case is identified, the student will be directed to stay home and contact their health care provider and the Dean of Students. A report will be filed with Emergency Management. The Dean of Students will reach out to them to determine next steps. If the student resides in the Student Village, the report will be forwarded to the Executive Director of Housing for next steps.

If a SUNY Broome professor or other SUNY Broome employee is made aware of a student exposure, suspected, or confirmed case they should contact Emergency Management at [eoc@sunybroome.edu](mailto:eoc@sunybroome.edu). If a student is showing symptoms to a degree which warrants immediate care, the professor should ask the student to leave campus, report the symptom in the screening app, and to follow instructions from the app which will instruct the student to contact their health care provider and the Dean of Students for further instructions. In an emergency, dial 911 or 9-911 from a campus phone.

### **Campus Response**

Emergency Management will work with Broome County Health Department and the person providing the information to compile a list of potentially exposed individuals and areas and send that list to the Human Resources. Facilities will be dispatched to clean the area and provide confirmation to Emergency Management that all areas have been cleaned. Emergency Management will provide confirmation of cleaning, potentially exposed individuals, and locations to Human Resources to file with the case report.

If the Case involves a student, Emergency Management will work with the Broome County Health Department and Dean of Students to determine the steps needed to identify potential individuals and locations potentially exposed. Facilities will be dispatched to clean the areas and

provide confirmation to Emergency Management that all areas have been cleaned.

If the case involves a student living in the Student Village, Emergency Management will coordinate with the Dean of Students, Executive Director of Housing and Public Safety in accordance with the Village's quarantine and evacuation plans.

Students will need to keep the Dean of Students apprised of their status. This includes sharing documentation from the Broome County Health Department identifying orders to quarantine and verification of their release from quarantine. The Dean of Students will work with the student and their instructors on the potential for completing work remotely while in quarantine and on approval to return to campus. Where appropriate, the Dean of Students will work with the Students of Concern Committee to address student support needs.

## **Notes**

### Confidentiality Procedures

- 1) Human Resources will be responsible for providing confidential update reports to Executive Council so that Executive Council remains abreast of issues impacting the different areas of campus.
- 2) Human Resources will inform all persons involved in an incident about the college's expectations of confidentiality. Violations of confidentiality will be addressed under the appropriate college procedure.
- 3) Human Resources will notify the Broome County Health Department concerning confirmed cases of COVID-19 and be the designee to communicate confidential information requested by the County or to receive confidential information from the County.

### Cleaning Procedures

- 1) Facilities personnel will clean and disinfect the impacted building per [CDC guidance](#) using trained personnel and proper PPE
  - a. Note: Per CDC guidelines, wait 24 hours before you clean or disinfect an area after a possible exposure. If 24 hours is not feasible, wait as long as possible.
- 2) Once sanitation is complete, Facilities will communicate the status with Public Safety and the building's Dean.
- 3) The building's dean will communicate with occupants that the area/building is safe to re-occupy.