

August 16, 2021 Unit: Public Safety

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INFORMATION:

To identify the organization and membership of the CSUCI Contact Tracing Team and to specify the roles and responsibilities of the members of the Contact Tracing Team.

BACKGROUND AND POLICY ISSUE(S):

CSU Channel Islands (CSUCI) started its Fall 2020 semester in a mostly virtual learning environment, with limited exceptions for in-person instruction on campus. Detailed plans are in place to support these in-person activities while controlling the spread of COVID-19 within the CSUCI community. Existing procedures are in place to specify how contact tracing efforts will be conducted for members of the CSUCI community who have tested positive for COVID-19, as are decision points for mitigating the spread of COVID-19 while supporting the continuation of limited in-person instruction on the CSUCI campus. These efforts will be led by the CSUCI Contact Tracing Team.

RECOMMENDATION:

COVID Case Management Team Members

- Public Safety – Chief of Police
- Public Safety – Director of EH&S
- Public Safety – Environmental Health & Safety COVID support personnel
- Public Safety – Emergency Manager
- Students – Dean of Students COVID support personnel
- Employees – Human Resources COVID support personnel

Notifications

So that steps can be taken to protect the campus community from the effects of the COVID-19 pandemic, the University should be notified any time a member of the CSUCI community tests positive for COVID-19.

- Notification about COVID positive cases and potential exposures should be made directly to the CSUCI COVID Case reporting system.

The report information is immediately transmitted to the CSUCI Contact Tracing Team, who will assemble to coordinate the University's contact tracing, campus notifications, and mitigation efforts, in accordance with existing procedures.

- Campus notifications about COVID positive cases are reported in accordance with the CSUCI Contact Tracing Workflow and applicable regulations.

Initial Inquiry

The Contact Tracing Team will coordinate an initial inquiry to determine the impact on the CSUCI community by making personal contact with appropriate individuals to ascertain the answers to two primary questions:

1. Has the COVID-19 case been on the CSUCI campus during their "high-risk exposure period" as defined by Cal/OSHA and CDC?
2. Has the COVID-19 case had close contact as defined by Cal/OSHA and CDC, with any member of the CSUCI community while contagious?

The Contact Tracing Team will be responsible for coordinating the initial inquiry related to an infected CSUCI employee (including faculty) or student.

Any "yes" answer to either of the above questions will warrant a thorough exposure investigation, which will be coordinated by the Contact Tracing Team.

Exposure Investigation (Contact Tracing)

If a COVID-19 case has been on the CSUCI campus during a high-risk exposure period of their infection, the Contact Tracing Team will make personal contact with appropriate individuals to identify all locations on campus visited by the COVID-19 case, including the date(s) and time(s) of those visits. The Contact Tracing Team will also work with appropriate University officials to put mitigating measures in place to isolate and sanitize the space(s), in accordance with existing procedures.

If the COVID-19 case has had close contact with a member of the CSUCI community during a high-risk exposure period, the Contact Tracing Team will make personal contact with appropriate individuals to identify those members of the CSUCI community (student, faculty, or staff) with whom the COVID-19 case had close contact, including the date, time, and location of that close contact. The Contact Tracing Team will record that each identified close contact of the CSUCI community has been notified (emergency notification requirement) and advised them to self-quarantine or isolate, as applicable and required by current local, state, and federal protocols. The team will also work with appropriate University officials to put mitigating measures in place to minimize further exposure in the community, in accordance with existing procedures and applicable regulations.

Coordination with Ventura County Public Health

Public Safety members of the Contact Tracing Team will be responsible for coordinating the University's contact tracing efforts with Ventura County Public Health.

SUPPORTING DOCUMENTATION:

- CSUCI Document, "CSUCI Contact Tracing - Procedures and Flow Chart"
- CSUCI Document, "CSUCI Contact Tracing Workflow"
- [Cal/OSHA Emergency Temporary Standards \(ETS\)](#)
- [CDC Quarantine and Isolation](#)
- [COVID-19 Public Health Recommendations for Fully Vaccinated People](#)
- [CDC Interim Public Health Recommendations for Fully Vaccinated People](#)

SUPPLEMENTAL DOCUMENTS: Cal/OSHA Emergency Temporary Standards (ETS) Definitions

"High-risk exposure period" means the following time period:

- For COVID-19 cases who develop COVID-19 symptoms, from two days before they first develop symptoms until all of the following are true: it has been 10 days since symptoms first appeared, 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved. Or
- For COVID-19 cases who never develop COVID-19 symptoms, from two days before until 10 days after the specimen for their first positive test for COVID-19 was collected.

"Close contact" means being within six feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the "high-risk exposure period" as defined.

- This definition applies regardless of the use of face coverings.
- EXCEPTION: Employees have not had a close contact if they wore a respirator required by the employer whenever they were within six feet of the COVID-19 case during the high-risk exposure period.

"COVID-19" means coronavirus disease, an infectious disease caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2).

"COVID-19 case" means a person who:

- Has a positive "COVID-19 test" as defined in this section; or
- Has a positive COVID-19 diagnosis from a licensed health care provider; or
- Is subject to a COVID-19-related order to isolate issued by a local or state health official; or
- Has died due to COVID-19, in the determination of a local health department or per inclusion in the COVID-19 statistics of a county.

“Exposed group” means all employees at a work location, working area, or a common area at work, where an employee COVID-19 case was present at any time during the high-risk exposure period. A common area at work includes bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. The following exceptions apply:

- A. For the purpose of determining the exposed group, a place where persons momentarily pass through while everyone is wearing face coverings, without congregating, is not a work location, working area, or a common area at work.
- B. If the COVID-19 case was part of a distinct group of employees who are not present at the workplace at the same time as other employees, for instance a work crew or shift that does not overlap with another work crew or shift, only employees within that distinct group are part of the exposed group.
- C. If the COVID-19 case visited a work location, working area, or a common area at work for less than 15 minutes during the high-risk exposure period, and the COVID-19 case was wearing a face covering during the entire visit, other people at the work location, working area, or common area are not part of the exposed group.

“Face covering” means a surgical mask, a medical procedure mask, a respirator worn voluntarily, or a tightly woven fabric or non-woven material of at least two layers. A face covering has no visible holes or openings and must cover the nose and mouth. A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer of fabric.

“Fully vaccinated” means the employer has documented that the person received, at least 14 days prior, either the second dose in a two-dose COVID-19 vaccine series or a single-dose COVID-19 vaccine. Vaccines must be FDA approved; have an emergency use authorization from the FDA; or, for persons fully vaccinated outside the United States, be listed for emergency use by the World Health Organization (WHO).

“Worksite,” for the limited purposes of COVID-19 prevention regulations only, means the building, store, facility, agricultural field, or other location where a COVID-19 case was present during the high-risk exposure period. It does not apply to buildings, floors, or other locations of the employer that a COVID-19 case did not enter.

“Duration of Isolation” The California Department of Public Health (CDPH) recommends an asymptomatic-based strategy to determine the duration of isolation for people with COVID-19 who are symptomatic, meaning they have symptoms.

- A. Persons with COVID-19 who have symptoms and were instructed to care for themselves at home may discontinue [self-isolation](#) under the following conditions:
 - At least 10 days have passed since symptom onset; AND
 - At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; AND other symptoms have improved
 - A CSUCI Release of Isolation form is required to be submitted by the individual.
- B. For persons with COVID-19 who are asymptomatic, meaning that they have NOT had any symptoms, CDPH recommends that these individuals be instructed to care for themselves at home. They may discontinue isolation under the following conditions:
 - At least 10 days have passed since the date of the first positive COVID-19 diagnostic (federally approved Emergency Use Authorized molecular assay) test. If they develop symptoms, then the strategies for discontinuing isolation for symptomatic persons should be used.
 - Duration of Quarantine is up to 14 days and may increase if the quarantined individual becomes symptomatic or tests positive. Quarantine protocols are based on CDC and CDPH Guidance on Isolation and Quarantine for COVID-19 Contact Tracing

[Health care workers](#) and [critical infrastructure workers](#), including first responders, should follow guidance that includes special consideration for these groups and addresses strategies to [mitigate staffing shortages](#). If they have never developed symptoms, healthcare personnel and certain essential infrastructure workers may be allowed, during critical staffing shortages, to discontinue self-quarantine after 7 days with specific testing; these employees should consult with their local health departments and employers regarding when to return to work. Local health departments may be more restrictive when [determining quarantine periods](#) and may recommend that those who are in contact with persons at high risk for severe disease or persons working in high risk settings such as skilled nursing facilities maintain a 10-day or 14-day quarantine period.

COVID-19 Contact Tracing for CSUCI

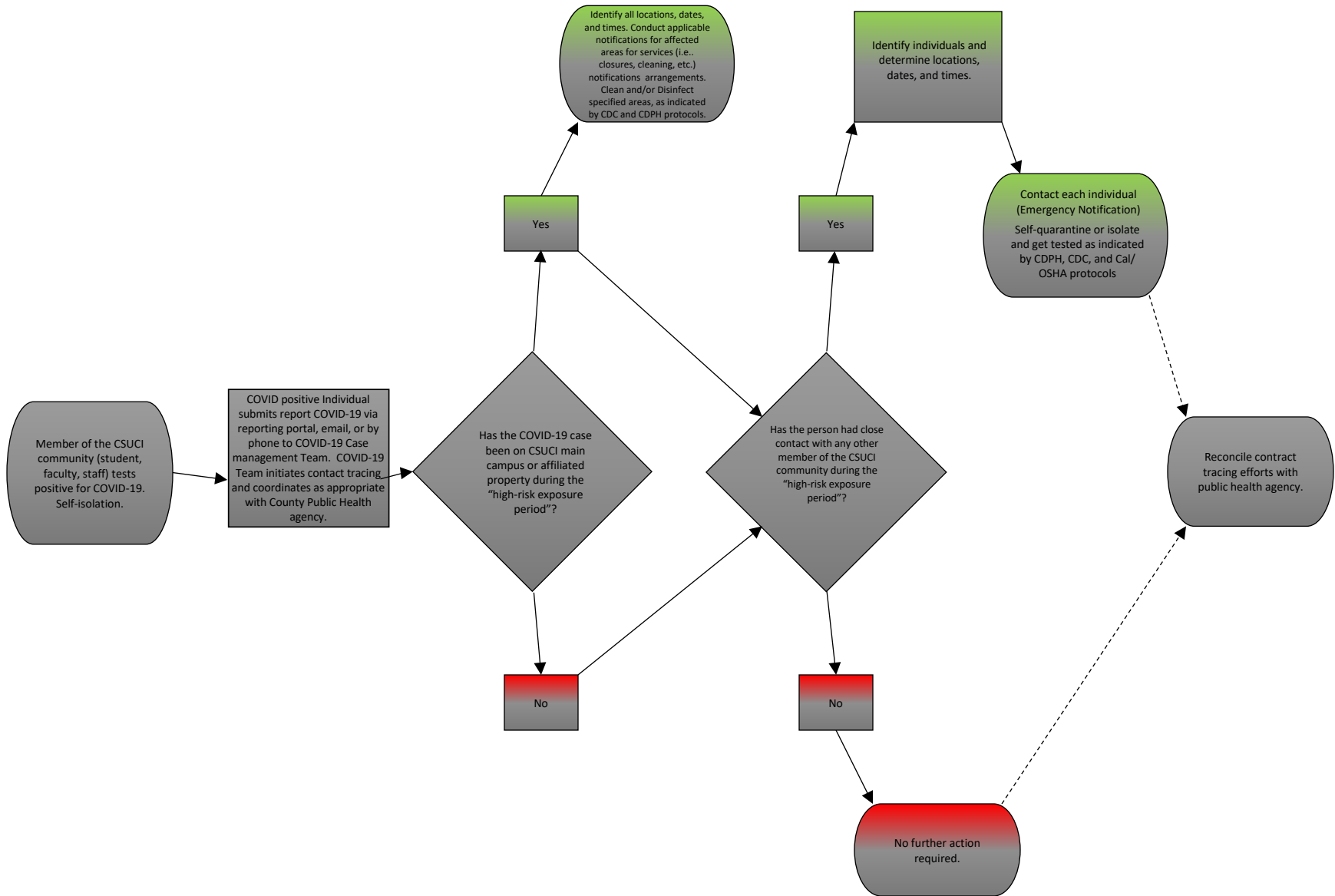
The following guidelines are in place to direct the contact tracing efforts associated with a member of the CSUCI community who has tested positive for COVID-19.

Contact Tracing

- The local Public Health agency is ultimately responsible for conducting contact tracing for individuals who have tested positive for COVID-19.
 - Ventura County Public Health (VCPH) has partnered with the CSUCI COVID-19 Case management team. As agreed to with VCPH, the CSUCI COVID-19 Case management team conducts contract tracing and provides quarantine and isolation protocols for COVID-19 cases on University Property and supports VCPH with CSUCI community members not on campus, as necessary.
- CSUCI is responsible for Emergency Notification (Clery) to affected campus individuals.
- CSUCI will coordinate with Ventura County Public Health (or county of jurisdiction) to facilitate contact tracing for COVID-positive COVID-19 cases who are members of the CSUCI community (students, faculty, and staff).
 - For timeliness of contact tracing, followed by emergency notification to those members of the CSUCI community with whom the COVID-19 case has had close contact, CSUCI will play an active role in this process.
- The responsibility for contact tracing and emergency notification for the CSUCI community should be centralized. However, the associated procedural steps may be handled by other specified University officials (Facilities Services, Academic Affairs, Student Housing, Nursing faculty, etc.), depending upon the circumstances.

Procedures (see flow chart and workflow attachments for additional details)

- CSUCI learns that a member of the CSUCI community (student, faculty, staff) has tested positive for COVID-19, it becomes a “COVID-19 case”.
 - The COVID-19 case should isolate as required by current local, state, and federal protocols.
- In accordance with current guidance, coordinate with Ventura County Public Health (or county of jurisdiction) to coordinate contact tracing efforts.
 - CSUCI will investigate for impacts to CSUCI community members.
- Determine if the COVID-19 case has been on the CSUCI campus during the “high-risk exposure period”.
 - If yes, identify all areas visited on campus, including the dates and times.
- Evaluate the need to clean and/or disinfect as indicated by current local, state, and federal guidance.
- Determine if the COVID-19 case has had close contact with any member of the CSUCI community during the “high-risk exposure period”.
 - If yes, identify each CSUCI community member with whom the COVID-19 case has had close contact, including the dates and times.
- Contact each person and inform about the exposure (emergency notification). This person should quarantine or isolate as required by current local, state, and federal protocols. COVID-19 testing may be offered and is available free on campus and throughout the county.
- Help to facilitate medical assistance, if needed.
 - If no, no further action is required.
- Contact Ventura County Public Health (or county of jurisdiction) to reconcile CSUCI’s contact tracing efforts.



Contact Tracing Workflow

August 16, 2021

Scenario 1: Reported Positive Case Involving an Employee (who is neither faculty nor a student employee)

1. A positive case or possible positive case becomes known in one of three ways:
 - a. An employee learns they are or may be COVID-19 positive.
 - i. This person self-reports via CSUCI's centralized reporting link at:
<https://www.csuci.edu/news/campus-updates/fall-2021/covid-cases.htm>
 - b. Someone learns that another non-faculty, non-student employee is or may be COVID-19 positive
 - i. This individual completes the report about another person using the same centralized reporting link: <https://www.csuci.edu/news/campus-updates/fall-2021/covid-cases.htm>
 - ii. How much information is known about another person's positive or possible case is not important. Even if all the reporter has is a name, that is sufficient to begin investigation and contact-tracing processes.
 - iii. Fast reporting is critical for mitigating spread.
 - c. On-campus testing turns up a positive case
 - i. Within an hour, our testing vendor, Phamatech, notifies all four of the people on our COVID-19 Case Management Team (CCMT) about that positive test.
 1. CCMT: Assistant Vice President for Administrative Services and HRO, Director of Environmental Health & Safety (EHS), Emergency Manager, EHS/Public Safety Contact Tracing Team, and the Workers Compensation & HR Specialist.
 2. One of these individuals' initiates contact tracing.
 - ii. Notification of multiple people is a fail-safe design feature, repeated throughout the next steps.
2. The positive or possible case report automatically generates a Maxient Report, which initiates the following investigation and contract tracing protocols.
 - a. Connecting immediately by phone with the person who is infected/potentially infected
 - i. A CCMT member reaches out to the person to gather information using an [interview protocol](#) utilized since early Spring 2020 and refined over time.
 - ii. The protocol includes such questions as: When were you on campus? Where? How long? Who did you have contact with?
 - iii. The person's responses inform next steps, keeping in mind that:
 1. "Close-contact exposure" requires 15 minutes in close proximity (within six feet) to a person with COVID-19 over a 24-hour period.
 2. If a person tests positive but it has been more than 48 hours since that person was on campus, that positive case is annulled. No action on campus is required in this scenario because the infectious period is 48 hours before a person tests positive or is symptomatic.
 3. If an individual is fully vaccinated and had a close-contact exposure to a positive case, that individual must test 3-5 days after the exposure, wear a mask for 14 days in all public indoor settings, and keep an eye on symptoms.
 - a. If they test positive, they must quarantine for the requisite number of days as determined by the CCMT and submit a positive case report via the centralized reporting link at:
<https://www.csuci.edu/news/campus-updates/fall-2021/covid-cases.htm>.
 - b. If they do not test positive and are not symptomatic, this individual does not need to quarantine or submit a case report.
 4. An individual who is not vaccinated or not fully vaccinated has been exposed to a person with COVID-19 must get tested immediately and again 5 to 7 days after the exposure if the initial test taken was negative. Additionally, this individual must stay home and quarantine for a minimum of 10 days.

- a. If this individual has not had any symptoms, it may be determined by the Contact Tracing Team to:
 - i. End the quarantine after 10 days from last contact with an infected person. If this is the case, this individual must still self-monitor for symptoms for 14 days after contact, as well as follow precautions (including wearing a mask, washing hands, and staying at least 6 feet apart); **OR**
 - ii. Continue quarantine for the full 14 days after the last contact with a person who has COVID-19.
- b. Stay away from people at home, especially people who are at higher risk for getting very sick from COVID-19.
 - i. Monitor symptoms and seek emergency medical care immediately at any emergency warning sign (including trouble breathing); **AND**
 - ii. Wear a mask when not alone.
- b. When the initial outreach indicates that a campus response is necessary, two communication protocols are initiated:
 - i. Immediate outreach by a member of the CCMT to Facilities Services
 - 1. Lock Shop: If necessary (i.e. for cleaning) lock the impacted space.
 - 2. Engineers: In accordance by industry guidance and protocol, when necessary to ensure appropriate outdoor air and ventilation rates, flush spaces.
 - 3. Custodial:
 - a. Put up signage indicating closure and time of reopening.
 - b. Clean the impacted spaces
 - i. Per CDC guidance, if less than 24 hours passed since a COVID-19 positive person was in the space, that space must be cleaned and disinfected.
 - ii. If 24-72 hours passed, cleaning is enough.
 - iii. If more than 72 hours passed, no additional cleaning is needed.
 - iv. Intent is to clean and disinfect a space and turn it back over within 24 hours of notification.
 - 4. Engineers: If airflow was turned off, turn airflow system back on.
 - ii. Immediate outreach by assigned contact tracer to divisional liaisons
 - 1. Divisional liaisons:
 - a. DAA: Manager of Academic Space Planning, with backups Assistant Vice Provost and Executive Assistant to the Provost
 - b. DUA: Advancement Administrative Specialist, with backup Executive Assistant to the Vice President of University Advancement
 - c. BFA: VPDBFA Special Projects Analyst, with backup VPDBFA Executive Assistant
 - d. DSA: Executive Assistant to the Vice President for Student Affairs, with backup DSA Staff Resources Specialist
 - e. OTP: Support Analyst to the Chief of Staff, with backup Division of the President, Presidential Aide
 - 2. Divisional liaisons are responsible for:
 - a. Maintaining confidentiality and protecting the privacy of individuals who are infected. If that information needs to be shared with a divisional liaison, it can go no farther.
 - b. Communicating immediately with the employees impacted by a space closure, letting them know:
 - i. when the space will open again
 - ii. that a contact tracer will be reaching out if a potential exposure is determined

- c. Including divisional leaders in this communication, as determined by division (e.g., VPs, AVPs, Deans)
 - iii. Communication protocol for (i) and (ii) above:
 - 1. Direct phone call and/or text, followed up by email.
 - 2. Additionally, texting groups are being created within each division to ensure that appropriate administrators are notified within minutes of a reported exposure.
 - c. Concurrent with the two communication protocols of (2b):
 - i. HR will be working closely with managers to determine where impacted employees can work.
 - ii. Though managers are encouraged to anticipate and plan for a possible closure in their area to the best of their abilities, the reality is that these decisions will be made in real time, with variability to be expected on a case-by-case basis (e.g., can the employees work from home? is there another workspace that can be provided?).
 - d. Once (2a), (2b), and (2c) are complete:
 - i. If the impacted space was a common area with no way of identifying the individuals who may have been in close, extended contact with a COVID-19-positive individual during their infectious period, a campus global will be sent with information about the exposure, encouraging those who believe they may have been exposed to get tested and file a report through the centralized reporting link (<https://www.csuci.edu/news/campus-updates/fall-2021/covid-cases.htm>)
 - ii. If the impacted space was in an area where individuals using it are known, a campus global will not be sent. In this case, all individuals needing to be notified will have already been contacted via (2a), (2b), and (2c).
 - iii. All cases will be posted on the campus COVID Cases web page where details about exposures and cases will be continuously updated.
- 3. Notes about Maxient Reports (i.e., of positive and possible cases):
 - a. All members of the CCMT have access to the Maxient Reports and will be updating their steps taken in real time, utilizing that system's color-coding functionality to ensure clear tracking of progress made on each case.
 - b. Multiple reports can be combined into one. The important point here is to reinforce all members of the campus community must be encouraged to enter reports. Duplicated information is good.
- 4. CCMT will continue to follow-up with relevant individuals until the case is closed.

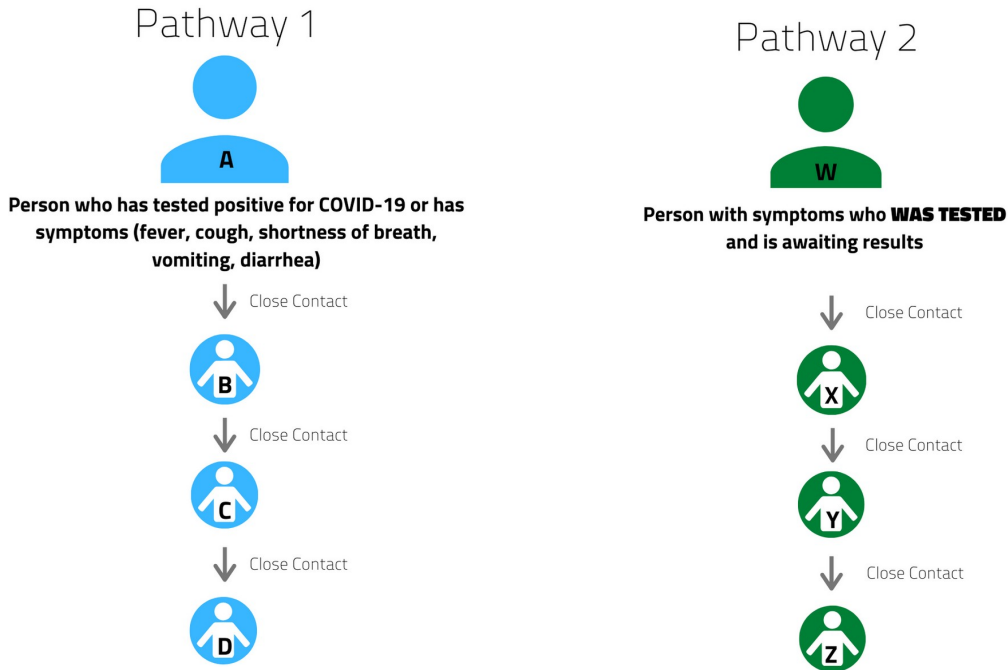
Scenario 1: Reported Positive Case Involving a Student or Faculty Member

1. A positive case or possible positive case becomes known in one of three ways:
 - a. A student or faculty member learns they are or may be COVID-19 positive.
 - i. This person self-reports via CSUCI's centralized reporting link at:
<https://www.csuci.edu/news/campus-updates/fall-2021/covid-cases.htm>
 - b. Another person learns that a student or faculty member is or may be COVID-19 positive
 - i. This person completes the report about that student or faculty member using the same link: <https://www.csuci.edu/news/campus-updates/fall-2021/covid-cases.htm>
 - ii. How much information is known about another person's positive or possible case is not important. Even if all the reporter has is a name, that is sufficient to begin investigation and contact-tracing processes.
 - iii. Fast reporting is critical for mitigating spread.
 - c. On-campus testing turns up a positive case
 - i. Within an hour, our testing vendor, Phamatech, notifies all four of the people on our COVID-19 Case Management Team (CCMT) about that positive test.
 1. CCMT: Assistant Vice President for Administrative Services and HRO, Director of Environmental Health & Safety (EHS), Emergency Manager, EHS/Public Safety Contact Tracing Team, and the Workers Compensation & HR Specialist.
 2. One of these individuals initiates contact tracing.
 - ii. Three contact tracers will be available to support the CCMT's work specifically in tracking student cases.
 - iii. Notification of multiple people is a fail-safe design feature, repeated throughout the next steps.
2. The positive or possible case report automatically generates a Maxient Report, which initiates the following investigation and contract tracing protocols.
 - a. Connecting immediately by phone with the person who is infected/potentially infected
 - i. A contact tracer assigned to the case reaches out to the person to gather information using an [interview protocol](#) utilized since early Spring 2021 and refined over time.
 - ii. The protocol includes such questions as: When were you on campus? Where? How long? Who did you have contact with?
 - iii. The person's responses inform next steps, keeping in mind that:
 1. "Close-contact exposure" requires 15 minutes in close proximity (within six feet) to a person with COVID-19 over a 24-hour period.
 2. If a person tests positive but it has been more than 48 hours since that person was on campus, that positive case is annulled. No action on campus is required in this scenario because the infectious period is 48 hours before a person tests positive or is symptomatic.
 3. If an individual is fully vaccinated and had a close-contact exposure to a positive case, that individual must test 3-5 days after the exposure, wear a mask for 14 days in all indoor public settings, and keep an eye on symptoms.
 - a. If they test positive, they must quarantine for the requisite number of days as determined by the CCMT and submit a positive case report via the centralized reporting link at:
<https://www.csuci.edu/news/campus-updates/fall-2021/covid-cases.htm>.
 - b. If they do not test positive and are not symptomatic, this individual does not need to quarantine or submit a case report.
 4. An individual who is not vaccinated or not fully vaccinated has been exposed to a person with COVID-19 must get tested immediately and again 5 to 7 days after the exposure if the initial test taken was negative. Additionally, this individual must stay home and quarantine for a minimum of 10 days.
 - a. If this individual has not had any symptoms, it may be determined by the Contact Tracing Team to:

- i. End the quarantine after 10 days from last contact with an infected person. If this is the case, this individual must still self-monitor for symptoms for 14 days after contact, as well as follow precautions (including wearing a mask, washing hands, and staying at least 6 feet apart). **OR**
 - ii. Continue quarantine for the full 14 days after the last contact with a person who has COVID-19.
 - b. Stay away from people at home, especially people who are at higher risk for getting very sick from COVID-19.
 - i. Monitor symptoms and seek emergency medical care immediately at any emergency warning sign (including trouble breathing); **AND**
 - ii. Wear a mask when not alone.
- b. When the initial outreach indicates that a campus response is necessary, two communication protocols are initiated:
 - i. Immediate outreach by a member of the CCMT to Facilities Services
 - 1. Lock Shop: If necessary (i.e. for cleaning) lock the impacted space.
 - 2. Engineers: In accordance by industry guidance and protocol, when necessary to ensure appropriate outdoor air and ventilation rates, flush spaces.
 - 3. Custodial:
 - a. Put up signage indicating closure and time of reopening.
 - b. Clean the impacted spaces
 - i. Per CDC guidance, if less than 24 hours passed since a COVID-19 positive person was in the space, that space must be cleaned and disinfected.
 - ii. If 24-72 hours passed, cleaning is enough.
 - iii. If more than 72 hours passed, no additional cleaning is needed.
 - iv. Intent is to clean and disinfect a space and turn it back over within 24 hours of notification.
 - 1. Exceptions:
 - a. Student Housing suite/room - wait 24hrs after positive case has vacated their room to disinfect.
 - 4. Engineers: If airflow was turned off, turn airflow system back on.
 - ii. Immediate outreach to the individuals who need to know of a student or faculty case:
 - 1. Persons responsible for connecting with students who may have had close contact with the COVID-positive student or faculty member:
 - a. Director of Environmental Health & Safety and the contact-tracing team
 - 2. CCMT communicates with the Director of Residential Education or assigned backup contact, who will be coordinating supports to students in quarantine.
 - a. HRE staff, directed by the office of the Director of Residential Education and in collaboration with CCMT, will coordinate necessary quarantine arrangements and associated logistics (e.g., room assignment changes, food service, etc.).
 - b. CCMT will coordinate contact with potentially exposed students as part of the contact tracing process. When those students are on-campus residents, the student will be directed to the Office of the Director of Residential Education, to facilitate housing accommodations and other residential needs.
 - 3. Persons responsible for connecting with employees who may have interacted with the student or faculty member: Divisional liaisons
 - a. DAA: Manager of Academic Space Planning, with backups Assistant Vice Provost and Executive Assistant to the Provost
 - b. DUA: Advancement Administrative Specialist, with backup Executive Assistant to the Vice President of University Advancement

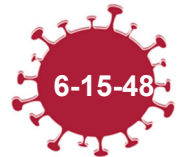
- c. BFA: VPDBFA Special Projects Analyst, with backup VPDBFA Executive Assistant
 - d. DSA: Executive Assistant to the Vice President for Student Affairs, with backup DSA Staff Resources Specialist
 - e. OTP: Support Analyst to the Chief of Staff, with backup Division of the President, Presidential Aide
 - iii. In each of the above cases, the persons responsible for conducting outreach must:
 - 1. Maintain confidentiality and protect the privacy of individuals who are infected. If that information needs to be shared with any of the responsible persons listed above, it can go no farther.
 - 2. Communicate immediately with the those impacted by a space closure, letting them know:
 - a. when the space will open again
 - b. that a contact tracer will be reaching out if a potential exposure is determined
 - 3. Include divisional leaders in this communication, as determined by division (e.g., VPs, AVPs, Deans)
 - iv. Communication protocol for (i) and (ii) above:
 - 1. Direct phone call and/or text, followed up by email.
 - 2. Additionally, texting groups are being created within each division to ensure that appropriate administrators are notified within minutes of a reported exposure.
 - c. Concurrent with the two communication protocols of (2b):
 - i. Divisional liaisons will be working closely with their administrators, faculty, and staff to determine where impacted employees can work.
 - ii. Though faculty and managers are encouraged to anticipate and plan for a possible closure in their classroom or staff workspaces to the best of their abilities, the reality is that these decisions will be made in real time, with variability to be expected on a case-by-case basis (e.g., is there an outdoor teaching space available? can the class pivot quickly to virtual? can employees work from home? is there another workspace that can be provided?).
 - d. Once (2a), (2b), and (2c) are complete:
 - i. If the impacted space was a common area with no way of identifying the individuals who may have been in close, extended contact with a COVID-19-positive individual during their infectious period, a campus global will be sent with information about the exposure, encouraging those who believe they may have been exposed to get tested and file a report through the centralized reporting link (<https://www.csuci.edu/news/campus-updates/fall-2021/covid-cases.htm>)
 - ii. If the impacted space was in an area where individuals using it are known, a campus global will not be sent. In this case, all individuals needing to be notified will have already been contacted via (2a), (2b), and (2c).
 - iii. All cases will be posted on the campus COVID Cases web page where details about exposures and cases will be continuously updated.
3. Notes about Maxient Reports (i.e., of positive and possible cases):
- a. All members of the COVID-19 Core Management Team and contact tracers have access to the Maxient Reports and will be updating their steps taken in real time, utilizing that system's color-coding functionality to ensure clear tracking of progress made on each case.
 - b. Multiple reports can be combined into one. The important point here is to reinforce all members of the campus community must be encouraged to enter reports. Duplicated information is good.
4. CCMT will continue to follow-up with relevant individuals until the case is closed.

Do I Need to Self-Isolate or Quarantine for COVID-19?



What counts as "close contact?"

- **6 feet:** Someone who was within 6 feet of an infected person
- **15 minutes:** For a cumulative total of 15 minutes or more over a 24-hour period
- **48hrs:** Starting from 48hrs (2 days) before illness onset (or, for asymptomatic patients, 48hrs (2 days) prior to test specimen collection) until the time the patient is isolated
- Current evidence strongly suggests transmission from contaminated surfaces does not contribute substantially to new infections.



If person A is, you...

- You will need to self-isolate and [Report](#) a COVID-19 Case
- Please follow steps to help prevent the spread of COVID-19 if you are sick and contact your local healthcare provider.
- Follow guidance from Contact tracing team and complete the [COVID-19 Release from Isolation form](#), prior to returning to in-person University work or school activities.

If person B is, you...

- Submit a possible exposure [Report](#) for a COVID-19 Case for guidance on next steps and contact your personal healthcare provider if you become symptomatic.
- **Fully Vaccinated:** Get tested 3-5 days after the date of your exposure and wear a mask in public indoor settings for 14 days after exposure or until a negative test result.
- **Not Fully Vaccinated:** Quarantine & Self-monitor for 10-14 days.

If person C or D is, you...

- At this time, please follow steps to help prevent the spread of COVID-19 and self-monitor for symptoms. If you develop symptoms, submit a possible exposure [Report](#) for a COVID-19 Case for guidance on next steps and contact your personal healthcare provider.

If person W is, you...

- You will need to self-isolate and [Report](#) a COVID-19 Case.
- Please follow steps to help prevent the spread of COVID-19 if you are sick and contact your local healthcare provider.
- Follow guidance from Contact tracing team for protocols for returning to in-person University work or school activities.

If person X is, you...

- Submit a possible exposure [Report](#) for a COVID-19 Case for guidance on next steps and contact your personal healthcare provider if you become symptomatic.
- At this time, please follow steps to help prevent the spread of COVID-19 and continue to self-monitor for symptoms.
- The contact tracing team or Public Health Department may contact you, if the exposure converts into a positive case.

If person Y or Z is, you...

- At this time, please follow steps to help prevent the spread of COVID-19 and self-monitor for symptoms. If you develop symptoms, submit a possible exposure [Report](#) for a COVID-19 Case for guidance on next steps and contact your personal healthcare provider.

SELF-DECLARATION OF RELEASE FROM COVID-19 ISOLATION

TO BE COMPLETED BY THE INDIVIDUAL IN ISOLATION

Your Name	CSUCI ID #
Relationship to in-person University activities. e.g., staff, faculty, in-person student, housing student, involved in off campus in-person University activities, such as field work, Clinical (nursing) activities, Community engagement and internships, or other University sponsored activities.	

You may use this form to declare that you meet the California Department of Public Health (CDPH) and Center for Disease Control (CDC) criteria for release from COVID-19 self-isolation for the purposes of returning to University in-person activities. Once completed, submit this form to the COVID Case Management Team at healthysuci@csuci.edu.

Please keep the original for your personal records. By submitting this form, you consent to CSUCI disclosing this information to applicable University Case management Team personnel. If you choose to use this form for any other activity or purpose, submit a copy of the form directly to the requesting party. If you need help completing this form or have any questions, you may email healthysuci@csuci.edu.

The CDC recommends that persons with COVID-19 should self-isolate. Isolation can be discontinued when **ALL** of the following criteria have been met:

- **At least 10 days have passed since symptom onset (if you have not had any symptoms, then 10 days from the date of your positive test) AND**
- **At least 24 hours have passed since resolution of fever without the use of fever-reducing medications, AND**
- **Other symptoms of COVID-19 have improved**

NOTE: A test-based strategy (test of cure) is no longer recommended by the CDC to discontinue isolation or other precautions.

References:

[CDC Discontinuation of Isolation for Persons with COVID-19 Not in Healthcare Settings](#)
[CDPH Guidance on Isolation and Quarantine for COVID-19 Contact Tracing](#)
[Updated - CDPH COVID-19 Quarantine Guidance](#)

Step 1: Determine the earliest date you can return to campus (complete each date section.)

- ▶ Date you first had a symptom of COVID-19: (mm/dd/yyyy)
 - This is considered "Day 0" (the date of onset of symptoms).
 - If you have not had symptoms, enter the date of your positive test
- ▶ Date of the 11th day after symptom onset: (mm/dd/yyyy)
 - For example, if the first day of symptoms was August 1st (Day 0), then the 11th day after symptom onset would be August 12th
 - If you did not have any symptoms, the date of your test is Day 0, and enter the 11th day after the date of your positive test. For example, if the date of your test was August 1st (Day 0), then the 11th day after your test would be August 12th
 - The earliest date you can return to in-person activities is Day 11. A full 10 days of isolation must be completed

Step 2: Declaration (complete the section that pertains to you.)

- ▶ I had symptoms. By signing this form, I declare that I had any symptoms of COVID-19, and I meet the following criteria for return to campus after self-isolation for COVID-19. Initial each of the following:
____ At least 10 days have passed since I first had symptoms of COVID-19
____ At least 24 hours have passed since I last had a fever, and I have not taken fever reducing medications during that time
____ All of my symptoms of COVID-19 have improved
- ▶ I did not have symptoms. By signing this form, I declare that I had a positive COVID-19 test, but I did not have symptoms, and I meet the following criteria for return to campus after self-isolation for COVID-19. Initial the following:
____ At least 10 days have passed after the date that I had a positive test.

By signing this document, I verify that I have been symptom-free for the appropriate number of days and that the information reported above is correct. Therefore, I can be released from isolation.

signature

date