

MVSU COVID-19 PROTOCOLS FOR ASSESSMENT AND REPORTING



August 2021

REVIEW: These protocols are for those individuals responding to reported cases (suspected or confirmed; employee or student) of COVID-19 on the MVSU campus. Student Affairs (for students) or the Office of Human Resources (for employees) should be contacted directly when COVID-19 cases are reported. **COVID-19 is a new virus and information about the virus and guidance to protect our MVSU community is constantly evolving. Please check back regularly for the most current guidance.** New updates will be provided on the MVSU COVID-19 webpage, via email, and other media outlets.

This includes protocols for:

- I. Individuals Suspected for COVID-19 and Individuals Potentially Exposed to COVID-19
 - A. Employees
 - B. Students
- II. Contact Tracing
- III. Identifying and Restricting Access to Campus Buildings and Equipment of Individuals in Close Contact/Exposure with a COVID-19 Case
- IV. Individuals and General Public in a Building with a Reported COVID-19 Case
- V. Self-Help
 - A. COVID-19 Symptoms
 - B. Self-Assessment
 - C. Isolation or Quarantine
 - D. COVID-19 Temperature Screening Log (example)
 - E. Definitions
 - F. Quick Contacts

These instructions also include specific circumstances when individuals must contact Student Affairs (for students) at rbailey@mvsu.edu or 662-254-3527, or Human Resources (for employees) at ejhurssey@mvsu.edu or 662-254-3781 including:

- a. Immediately upon individual having any COVID-19 symptoms OR should their healthcare provider suspect COVID-19
- b. Individuals having close contact/exposure with a COVID-19 positive individual on campus or at home
- c. Individuals having suspected exposure to COVID-19 and not sure from where
- d. If individuals receive test results for COVID-19, whether positive or negative. If positive, then additional guidance will be provided to them. Employee guidance is

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available from Human Resources to help with the return to work process. Student guidance is available from Student Affairs.

I. Individuals suspected for COVID-19 and Individuals Potentially Exposed to COVID-19

The following is guidance specific to individuals who experience flu-like symptoms and who are suspected for COVID-19. In the event an individual contacts Student Affairs, Human Resources, or other campus authority this is the direction that should be provided to the individual:

A. EMPLOYEES

- **Employees** who receive a **COVID-19 positive** test result, directive to self-quarantine or self-isolate from a medical provider, or have contact with someone who has tested positive for COVID-19, must follow these steps:
 - a) Follow the guidance of the health care provider to self-quarantine/self-isolate
 - b) If on campus when the test results are received, immediately proceed to self isolate at home (on or off campus)
 - c) If returning to campus with a positive result and you are a campus resident, inform entrance guard of the requirement for you to self-quarantine/self-isolate at home
 - d) Individuals who develop COVID-19 symptoms while away from the campus should not come to the campus unless they are a campus resident (i.e., campus housing)
 - e) Wear a face covering and avoid close contact/exposure with others, even in a home setting
 - f) Complete the online COVID-19 Case Reporting Tool at <https://mvsu.guardianconduct.com/incident-reporting>
 - g) Immediately notify your supervisor and the Office of Human Resources (HR) at ejhurssey@mvsu.edu or 662-254-3781; if results are given during non-University business hours, make notifications via email or the next business day
 - h) Monitor your ongoing health and seek medical attention as needed; have your doctor's phone number available, as needed
 - i) In order to return to work, employees will coordinate with their supervisor and present a COVID-19 negative test result or medical provider statement to HR
 - j) HR will work with the employee's work area VP/Director to conduct contact tracing.
 - k) Facilities Management will be notified by HR/Contact Tracer of the building where the employee works. The buildings/offices/rooms visited by the employee will be determined via interview with the employee by HR/Contact Tracer. These locations will also be provided by HR/Contact Tracer to Facilities Management for cleaning and sanitizing.
 - l) Facilities requiring closure or limited access will be identified by Facilities Management until cleaning and sanitizing are completed

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- **Employees** who have had **close contact/exposure** or identified as having close contact/exposure with a COVID-19 positive person must follow these steps depending on their vaccination status:

According to the MSDH guidelines, if you have been fully vaccinated for at least 2 weeks and are not showing COVID-19 symptoms, you are NOT required to quarantine if exposed to COVID-19.

If they have NOT been fully vaccinated for at least 2 weeks, the following steps must be followed:

- a) Immediately leave the area you are in and proceed to self-quarantine at home
 - b) Notify your supervisor and HR of your close contact/exposure status and self-quarantine requirement
 - c) Wear a face covering and avoid close contact/exposure with others, even in a home setting
 - d) Get tested for the virus
 - e) If employee is a campus resident and returning to campus after being informed of a close contact/exposure status, inform entrance guard of the requirement for you to self-quarantine at home on campus
 - f) Monitor your ongoing health and seek medical attention as needed; have your doctor's phone number available, as needed
 - g) If your COVID-19 test returns as negative, you may return to work before the 7-10-day quarantine period is over; contact your supervisor and HR before returning to work
- 10-day option: Quarantine can end after 10 days if the individual has no symptoms during the entire 10-day period, or
 - 7-day plus test option: If the individual has no symptoms for 7 days and has a negative COVID-19 test collected on day 5,6, or 7 of the quarantine period, the quarantine can be discontinued after day 7.

B. STUDENTS

- 1) **Students** who receive a **COVID-19 positive** test results or receive a directive to self-quarantine or self-isolate from a medical provider must follow these steps:
 - a) Follow the guidance of the health care provider to self-isolate
 - b) If on campus when the test results are received, immediately proceed to self-isolate
 - i. On-campus Student: Contact Student Affairs for relocation to a COVID-19 designated residence hall

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- ii. Off-campus Student: Notify Student Affairs and depart campus to self-isolate at home
- c) If returning to campus with a positive result and you are an on-campus resident student, inform entrance guard of the requirement for you to self-isolate on campus
- d) Individuals who develop COVID-19 symptoms while away from the campus should not come to the campus unless they are a campus resident (i.e., residence hall)
- e) Wear a face covering and avoid close contact/exposure with others
- f) Complete the online COVID-19 case reporting tool at <https://mvsu.guardianconduct.com/incident-reporting>
- g) If results are given during non-University business hours, make notifications via email or the next business day
- h) As needed, student may leave the campus (i.e., go home) until their medical condition improves or the period for isolation (at least 10 days) or quarantine (7-10 days) is over
 - 10-day option: Quarantine can end after 10 days if the individual has no symptoms during the entire 10-day period, or
 - 7-day plus test option: If the individual has no symptoms for 7 days and has a negative COVID-19 test collected on day 5,6, or 7 of the quarantine period, the quarantine can be discontinued after day 7.
- i) Monitor your ongoing health and seek medical attention as needed; have your doctor's phone number available, as needed

When seeking medical attention because of **worsening conditions call 911** and tell the dispatcher that you have tested positive for COVID-19

- j) In order to return to campus or class, students must present a COVID-19 negative test result or medical provider statement to Student Affairs
- k) Facilities Management will be notified by Student Affairs/Contact Tracer of the building where the student was last present. The buildings/offices/rooms visited by the student will be determined via interview with the student by Student Affairs/Contact Tracer. These locations will also be provided by Student Affairs/Contact Tracer to Facilities Management for cleaning and sanitizing.
- l) Facilities requiring closure or limited access will be identified by Facilities Management until cleaning and sanitizing are completed

2) Assistance for the COVID-19 positive student

- a) Student Health Center
 - i. Help the person who is sick follow their doctor's instructions for care and medicine
 - ii. For *most* people, symptoms last a few days, and people usually feel better after a week
 - iii. See if over-the-counter medicines for fever help the person feel better
 - iv. Make sure to drink a lot of fluids and get plenty of rests

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- v. Help student with medication and health monitoring
 - vi. Ensure reporting of required COVID-19 data to MSDH
- b) Student Subsistence Support
- i. Thompson Hospitalities will provide menus and deliver meals to the residence hall where student is quarantined or isolated
 - ii. Student Affairs will help student with shopping, laundry/cleaning, bedding, and miscellaneous needs
 - iii. Academic Affairs will help student with academic needs (computer for classes, electronic access to course materials, etc.)
- c) On-Campus Identification of Contacts
- i. If a **student** is informed of a COVID-19 positive result, directed to quarantine or isolate by a medical provider, or has contact with someone known to have tested positive, the Office of Student Affairs/Contact Tracer will:
 - 1) Conduct an interview with the student to compile a possible/potential contact list
 - 2) Contact those individuals on the compiled contact list and inform them of the requirement to be tested and to self-quarantine, at least until test results return
- **Students** who have had close contact/exposure or **identified as having close contact**/exposure with someone who has tested positive for COVID-19 must follow these steps depending on their vaccination status:

According to the MSDH guidelines, if the student has been fully vaccinated for at least 2 weeks and is not showing COVID-19 symptoms, he/she is NOT required to quarantine if exposed to COVID-19.

If the student has NOT been fully vaccinated for at least 2 weeks, the following steps must be followed:

- a) Immediately leave the area they are in, self-quarantine in their residence hall, and get tested for the virus
- b) If on campus when the test results are received, immediately proceed to self-quarantine
 - i. On-campus Student: Notify Student Affairs/Contact Tracer of your close contact/exposure status and self-quarantine requirement; inform entrance guard of the requirement for you to self-quarantine in your residence hall
 - ii. Off-campus Student: Notify Student Affairs/Contact Tracer and do not return to campus; proceed to self-quarantine at home
- c) Individuals who develop COVID-19 symptoms while away from the campus should not come to the campus unless they are a campus resident (i.e., residence hall)
- d) Wear a face covering and avoid close contact/exposure with others

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- e) Monitor your ongoing health and seek medical attention as needed; have your doctor's phone number available, as needed
- f) You may return to class after the 7-10-day quarantine period is over; contact Student Affairs before returning to class
 - 10-day option: Quarantine can end after 10 days if the individual has no symptoms during the entire 10-day period, or
 - 7-day plus test option: If the individual has no symptoms for 7 days and has a negative COVID-19 test collected on day 5,6, or 7 of the quarantine period, the quarantine can be discontinued after day 7.

II. Contact Tracing

Individuals in close contact/exposure with a COVID-19 Case ("Close Contacts/Exposure") will be identified through the contact tracing process and informed of their exposure to the virus.

A. CONTACT TRACERS WILL:

- 1) Identify individuals who were in close contact/exposure with the COVID-19 positive individual without revealing the individual's identity.
- 2) Assess if other individuals in the area came into "close contact/exposure" with the COVID-19 positive individual.
- 3) Use the COVID-19 **Close Contact/Exposure Checklist** in this document to help identify close contacts/exposed
- 4) Answer the following questions to assess the impacts of the COVID-19 case:
 - a) Has the suspected COVID-19 individual been in contact with students, faculty or staff since becoming ill as well as within the 48-hours prior to showing symptoms?
 - b) Has the suspected COVID-19 individual been on campus or at any University location since becoming ill with suspected COVID-19 as well as within the 48hours prior to showing symptoms?
 - c) **If "NO" to both assessment questions**, then no further action required and no reporting is required.
 - d) **If "YES" to either question** or "NEED ASSISTANCE" with this determination, continue with the assessment and report the case via the online form tool; instructions below.
- 5) Notify the "close contacts/exposed" with the following instructions:
 - a) Close contacts/Exposed are required to stay home or in their residence hall room, self-quarantine for 7-10 days and self-monitor their medical condition
 - 10-day option: Quarantine can end after 10 days if the individual has no symptoms during the entire 10-day period, or

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•7-day plus test option: If the individual has no symptoms for 7 days and has a negative COVID-19 test collected on day 5,6, or 7 of the quarantine period, the quarantine can be discontinued after day 7.

- b) Self-quarantine in general means the separation of a person or group of people reasonably believed to have been exposed to a communicable disease but not yet symptomatic, from others who have not been so exposed, to prevent the possible spread of the communicable disease.
- c) Get tested for COVID-19
- d) Self-monitoring means people should monitor themselves for signs and symptoms of COVID-19. Take their temperatures twice a day for signs of a fever and remain alert for cough or difficulty breathing. If they feel feverish or develop measured fever, cough, or difA. COVID-19 SYMPTOMS

The World Health Organization (WHO) reports that COVID-19 affects different people in different ways. Most infected people will develop mild to moderate illness and recover without hospitalization. Specifically, the...

Most common symptoms	Less common symptoms	Serious symptoms (seek immediate medical attention)
1) fever 2) dry cough 3) tiredness	1) aches and pains 2) sore throat 3) diarrhea 4) conjunctivitis 5) headache 6) loss of taste or smell 7) a rash on skin, or discoloration of fingers or toes	1) difficulty breathing or shortness of breath 2) chest pain or pressure 3) loss of speech or movement.

B. SELF-ASSESSMENT

As a daily self-assessment, please answer the following questions before reporting to work:

Question	Response	
	Yes	No
Have you been in close contact /exposed with a confirmed case of COVID-19 in the past 10 days or placed in quarantine?		
Have you had a fever in the past 48 hours?		
Have you had a recent loss of taste or smell?		
Have you had vomiting or diarrhea in the last 24 hours?		

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Have you experienced a (new) cough, shortness of breath, muscle aches or chills?		
Have you or anyone you have been in close contact/exposed with been diagnosed with COVID-19 or placed on quarantine?		
Have you been asked to self-isolate or quarantine by a medical professional or local public health official?		

NOTE: If you answer “yes” to any of these questions you should contact your supervisor and Human Resources (for employees) or Student Affairs (for students) before coming to or moving about the campus.

E. DEFINITIONS: (CDC and MSDH Guidelines)

- 1) **Asymptomatic:** Individuals who carry the active virus in their body but never develop any symptoms; they test positive, and they can spread the virus.
- 2) **Cohorting:** refers to the practice of isolating multiple individuals with laboratory confirmed COVID-19 together or quarantining close contacts/exposure of an infected person together as a group due to a limited number of individual cells. While cohorting those with confirmed cases is acceptable, cohorting individuals with suspected COVID-19 is not recommended due to high risk of transmission from infected to uninfected individuals. Cohorting should only be practiced if there are no other available options. Do not add more individuals to an existing quarantine cohort after the 10-day clock has started.
- 3) **Contact:** An individual who has had a high-risk exposure.
- 4) **Contact Tracing:** In public health, contact tracing is the process of identification of persons who may have come into contact with an infected person ("contacts") and subsequent collection of further information about these contacts.
- 5) **Exposure:** A high risk exposure (or close contact to an infected person) is specified as spending 15 minutes within 6 feet or less of someone infectious with COVID-19, **with or without a mask**. The 15-minute timeframe is not required to be continuous; rather cumulative throughout the day.
- 6) **Group:** Collection of individuals in regular contact or proximity when social distancing of 6 feet or greater has not been strictly maintained. Examples might include dining facilities, cells, pods, housing units, groups of staff working in the same setting, shared living environments, and bathrooms. All members of a “group” must be quarantined in the event of an outbreak.
- 7) **Infectious Period:** The infectious period is 2 days (48 hours) prior to symptom onset (or test positivity if no symptoms at time of diagnosis) and then an additional 10 days from symptom onset or test positivity
- 8) **Isolation:** Isolation is used to **separate people infected with the virus (those who are sick with COVID-19 and those with no symptoms) from people who are not infected**. People who are in isolation should stay home until it’s safe for them to be around others. In the home, anyone sick or infected should separate themselves from others by staying in a specific “sick room” or area and using a separate bathroom (if available).

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- 9) **Outbreak:** An outbreak is identified if 3 or more individuals (staff or incarcerated/detained individual) within a group are diagnosed with COVID-19 within a 10-day period.
- 10) **Quarantine:** Quarantine is a 7 to 10-day period that those exposed to an infectious COVID-19 patient must spend alone, away from others, to prevent the transmission of COVID-19 should the person become infectious. This 7 to 10-day period is required because exposed individuals can become contagious up to 10 days after exposure and not realize it. A negative test for COVID-19 does not remove the necessity of quarantining. Ideally, each quarantined individual should be quarantined in a single cell with solid walls and a solid door that closes.
- 10-day option: Quarantine can end after 10 days if the individual has no symptoms during the entire 10-day period, or
 - 7-day plus test option: If the individual has no symptoms for 7 days and has a negative COVID-19 test collected on day 5, 6, or 7 of the quarantine period, the quarantine can be discontinued after day 7.
- a. Essential employees (as determined by the University) may continue to work while under quarantine if they meet the following criteria:
- i. Remain asymptomatic;
 - ii. Have their temperature and symptoms monitored;
 - iii. Wear a mask or cloth face covering the entire time at work.
- b. Essential employees on quarantine may only attend work. All other activities (dining out, shopping, social events) are not permitted during the quarantine period.
- 11) **Viral Test:** Viral tests are those that directly detect the presence of virus in respiratory samples (such as nasal swabs) to diagnose infection. Examples of viral tests are PCR (nucleic acid) or antigen tests. These may be either point of care rapid tests, or tests that require samples to be submitted to a laboratory for analysis.