



COVID-19 POSITIVE CASE PROCEDURE

CSU – Chico will be forthcoming with as much factual information without violating the privacy of faculty/staff, employees, students, vendors etc. positive for COVID-19 or those potentially exposed.

A. COMMUNICATION PROTOCOL

All known or suspected cases of COVID-19 will be referred as soon as possible to the Pandemic Manager/WellCat Health Center Director, or designee. The following communication protocol will be immediately enacted:

1. Pandemic Manager notifies BCPH
2. Pandemic Manager notifies EOC Director
3. EOC Director notifies President and Cabinet, as needed
4. EOC Director notifies EOC Command and General Staff, as needed
 - a. Public Information Officer
 - b. Environmental Health & Safety
 - c. Risk Management
 - d. Human Resources – Employee Leaves and Workers Compensation

B. ACTIONS TO BE TAKEN

- ✓ Case Management representative will contact the positive confirmed case to identify: the last date the individual was on campus, the location(s) the individual visited while on campus and close contacts the individual may have come into contact with. Entry to be made in Veoci Restricted Case Management Room.
- ✓ If positive person has not been on campus, the case manager will assist Butte County Public Health Department, if needed.
- ✓ A contact list is established to identify campus constituents who were in **close contact**¹ with a suspected or positive individual from 48 hours before symptoms began, until the individual left campus. Anyone identified as potentially exposed to a suspected case or person under investigation (PUI) must **self-monitor**² and anyone potentially exposed to a confirmed case must **self-quarantine**³ and contact their healthcare provider if symptoms develop. Self-isolation if test results are confirmed positive. The investigation team will attempt to create this list if unavailable after speaking with the positive case.
- ✓ Using the protocol above, notify the campus community department, work group, employees, students or others as applicable, and provide them with public health recommendations that may include staying home and monitoring their health.

***Affected employee and student notification – Case Management*

***Campus notification – University Communications if necessary*

NOTE:

- ➔ The county health department determines contact tracing based on their investigation of each case. Anything the campus does toward this is done in an abundance of caution.
- ➔ The identity of the positive case individual **must not** be divulged orally or electronically to anyone that does not have a need to know.

DEFINITIONS:

¹**Close Contact:** as defined by the CDC and BCPHD, means individuals were within 6 feet for more than 10 minutes with the "infected person" or had direct contact to respiratory secretions of the ill person.

²**Self-monitor:** inform employee to take temperature twice daily. If you have a fever (100.4 F or higher taken orally) do not go out in Public and avoid contact with others. If they start to experience Covid-19 like symptoms they should consult their healthcare provider.

³**Self-quarantine:** means remain in your residence for 14 days, with the only exception being to receive medical care.

⁴**Isolation:** is a healthcare term which means keeping people who infected with a contagious illness.

CSU Chico COVID-19 HOTLINE

The purpose of the COVID-19 Hotline is to provide staff, faculty, students and vendors a way to report COVID-19 related information and to receive the most relevant information about their COVID-19 concerns. The Hotline will be staffed during normal university operating hours. Callers will be informed that any information received is voluntary and will be treated confidentially. Information received will be disseminated to the appropriate person (s) on a need to know basis only for next steps.

- A. Our Hotline Health Center staff will assist by conducting an initial triage for COVID-19 symptoms, to ensure callers are receiving the most relevant information, and identify key trends on campus and the community.
- B. A pre-populated, document will be used to identify necessary information to:
 - ✓ Address questions and provide resources
 - ✓ Address other types of questions via CSU Chico protocols, CDC/local health department guidelines.
- C. A short survey will provide feedback on the value of services offered.

COVID -19 Testing

When an infectious disease outbreak begins, the ideal response is for public health officials to start testing as soon as possible. Testing leads to quick identification of cases, prompt isolation/treatment for those people, and immediate isolation to prevent the spread. Early identification aids in the process of contact tracing to minimize the transmission of those who potentially have been exposed and their exposure to others. Testing sites are subject to change. Please visit the Butte County Public Health Department [website](#) for the most current information.

CASE MANAGEMENT PROTOCOL**Scenario I: Measures already underway to prevent the spread of COVID-19.**

The campus has taken steps to mitigate the spread of respiratory infectious diseases to include:

- ✓ Reviewing and updating emergency operations plans (EOPs), including continuity plans for teaching, virtual learning and remote work.
- ✓ Suspending in-person instruction, research, events, activities, meetings and performances
- ✓ Closing on-campus residence halls.
- ✓ Moving all but essential employees and work to remote work status.
- ✓ Support for and education on personal and environmental prevention practices.
- ✓ Establishing liaison with the Butte County Public Health Department’s Operations Center and the Public Health Officer.

Scenario II: Measures to be taken if there are two or more community transmission cases of COVID-19 in Butte County, but no staff or students test positive.

Faculty, staff and student employees (employees) with an elevated temperature greater than 100.4 and/or respiratory infection symptoms **are required to stay at home**. All employees must self-monitor for respiratory infection symptoms each morning before coming to campus.

***Self-monitoring is defined as monitoring temperature and/or respiratory/flu-like symptoms.*

The campus will activate a COVID-19 Hotline – All case management and hotline services are managed by WellCat Services/Pandemic Manager. Employees should call the Hotline if:

- ✓ They are experiencing symptoms consistent with COVID-19.
- ✓ Have been exposed, or believe they may have been exposed, to COVID-19.
- ✓ Received a diagnosis of COVID-19.
- ✓ A physician recommends self-quarantine.
- ✓ Recent travel/ travel concerns surrounding COVID-19.
- ✓ Have questions concerns about COVID-19.

Calling the Hotline will document the situation allowing a case manager to provide guidance and ensure the correct health and human resources team can start assisting with decisions about:

- ✓ Symptom monitoring
- ✓ Quarantine duration
- ✓ COVID-19 testing
- ✓ Contact Tracing (Identifying possible exposure to others)
- ✓ Planning CSU’s return to campus guidance

Employees working remotely who are experiencing symptoms of COVID-19, believe they have been exposed to, or have been diagnosed with COVID-19 should contact their primary care physician for medical advice. Remote employees may also contact the Hotline for guidance and support.

Scenario III: Measures to be taken if one employee tests positive for COVID-19 and exposed others on campus.

If one member of the campus community tests positive for COVID-19, and exposed others on campus, the Director of the WellCat Health Center, in concert with the EOC, will implement the following steps:

- ✓ Facilitate isolation of the employee and immediately contact Butte County Public Health.
- ✓ Direct testing and contact tracing as appropriate.
- ✓ Identify areas occupied by the employee testing and use CDC guidelines to determine what additional cleaning protocols will be deployed, if any, before opening those areas.

- ✓ Develop communication plans for the campus community to include outreach to students, faculty, staff, and the community.
- ✓ Guide employees and remind them of the importance of community social distancing measures.
- ✓ Determine the timing of the return of employees, and any additional steps needed for affected/impacted areas to reopen, in consultation with Butte County Public Health.

Scenario IV: Measures to be taken if multiple employees test positive for COVID-19 on a campus.

If more than five members of the campus community, who have been on campus, test positive for COVID-19, the President, Cabinet, EOC and Director of WellCat Services will consult with Butte County Public Health officials for guidance to make modifications as needed.

- ✓ In consultation with Butte County Public Health officials the President will assess if the current delivery of service warrants change and for what length of time based on the risk level as determined by the local public health officer.
- ✓ Develop communication plans for campus closure if necessary to include outreach to students, faculty, staff, and the community.
- ✓ Develop a plan for the return to alternative education, work, medical and student services as needed.
- ✓ Maintain regular communications with the Butte County Public Health.
- ✓ Follow CDC guidelines to determine what additional cleaning protocols, if any, should be deployed at the campus before reopening the campus.
- ✓ Determine the timing of the return of students and staff, and any additional steps needed for the campus to reopen, in consultation with Butte County Public Health officials

Additional Resources:

- [Centers for Disease Control and Prevention Website](#)
- [California Department of Public Health Website](#)