



Campus COVID Update

COVID-19 Response Checklists FOR FACULTY, STAFF, & STUDENTS

It is important to know direct actions to take in case you have symptoms of COVID-19 infection or are exposed to someone who tests positive. We encourage every member of our campus community to ask themselves a set of **screening questions** before coming to campus. The following guidance offers some direction for appropriate action and response. While not fully comprehensive considering situations that are not always predictable, these directives offer general approaches for a variety of situations. If you have any other questions or need additional clarity, contact:

- COVID-19 Coordinator: Erin Duff, covid-19coordinator@SouthernCT.edu or (203) 392-8626
- Contact Tracing: Emily Rosenthal, MPH, LMSW, RosenthalE2@SouthernCT.edu
- Dean of Students Office, deanofstudents@SouthernCT.edu or (203) 392-5556
- Office of Human Resources, humanresources@SouthernCT.edu or (203) 392-5567

SITUATION #1 *I am a Southern faculty or staff member and I am experiencing symptoms consistent with the COVID-19 virus or suspect I have been exposed to the virus. What do I do?*

- If you are at home, do not come into work. If you are already at work, you should immediately return home.
- Notify your supervisor that you are symptomatic or believe you have been exposed to the virus.
- **Faculty members:** Do not go to class but inform your department chair/supervisor that you are leaving and will not be able to hold class. You or your department chair/supervisor should ensure all students in your class(es) are notified that class will not be held that day (no reason need be given at this time).
- Connect with your healthcare provider to determine if testing is necessary. Your own healthcare provider is the best source for information on next steps in terms of testing, care, and need to quarantine.
- If you are tested and receive a positive result, immediately notify the COVID-19 Coordinator by completing the **COVID-19 Reporting Form**. The COVID-19 Coordinator will reach out to you to discuss next steps, including information on self-isolation. It will also prompt appropriate tracing on and off campus. Refer to Situation #2 for additional steps.

SITUATION #2 *I am a faculty/staff member who has tested positive for COVID-19. What do I do?*

- Immediately report your positive test utilizing the **COVID-19 Reporting Form**.
- The COVID-19 Coordinator will contact you to discuss self-isolation.
- The COVID-19 Coordinator contacts the Contact Tracer to commence contact tracing.
- The Contact Tracer will contact you to identify close contacts. Those close contacts affiliated with Southern will be contacted to discuss quarantine options. The Contact Tracer will monitor the quarantining student, faculty and staff. Close contacts not affiliated with Southern will be referred to the public health department of their local municipalities. At no time will your name or any personal details be shared with close contacts as they are notified to quarantine.
- Refer to the **COVID-19 Reporting and Contact Tracing document** or more information.
- Contact your supervisor to make arrangements for your absence, if you are ill, or to make arrangements to work/teach remotely if you are asymptomatic and otherwise expected on campus.
- Contact Human resources to discuss your COVID-19 leave options along with arrangements for your projected return to work.

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SITUATION #3 *I am a Southern student and I am experiencing symptoms consistent with the COVID-19 virus or suspect that I have been exposed to the virus. What do I do?*

- If you are at home or in your residence hall room, stay home and do not leave. If you are out, return to your room or residence immediately. Separate yourself from others.
- **Residential Students:** Contact Student Health Services at **203-392-6300**. Do not physically go to Granoff Hall. Student Health will provide you with instructions related to scheduling a COVID-19 test and discuss treatment and possible quarantine or isolation requirements.
- **Commuter Students:** Contact Student Health Services at **203-392-6300** or connect with your own healthcare provider to decide if testing is necessary. If you seek care off-campus and receive a positive test result, immediately notify the COVID-19 Coordinator by completing the **COVID-19 Reporting Form**.
- If you are tested and receive a positive test, the COVID-19 Coordinator will reach out to you to discuss next steps, including information on self-isolation. It will also prompt appropriate contact tracing on and off campus. Refer to Situation #4 for additional steps.

SITUATION #4 *I am a Southern residential student who has tested positive for COVID-19. What do I do?*

- If your test was conducted on campus through Student Health Services or the Griffin Health testing site in Moore Field House, Griffin Health will notify you and the COVID-19 Coordinator/Student Health Services of the results.
- If your test was conducted off campus, immediately report your positive test utilizing the **COVID-19 Reporting Form**.
- The COVID-19 Coordinator will contact you to discuss self-isolation options. If you choose to self-isolate on campus, the COVID-19 Coordinator will contact Residence Life to make housing and meal accommodations.
- The COVID-19 Coordinator will contact the Contact Tracer to commence contact tracing.
- The Contact Tracer will contact you to identify close contacts. Those close contacts will be contacted to discuss quarantine options. The Contact Tracer will monitor the quarantining student, faculty and staff. Close contacts not affiliated with

Southern will be referred to the public health department of their local municipalities. At no time will your name or any personal details be shared with close contacts as they are notified to quarantine.

- Refer to the **COVID-19 Reporting and Contact Tracing document** for more information.
- The COVID-19 Coordinator will contact the Dean of Students Office to make arrangements for classes that might be missed by the student who tested positive and to make arrangements for quarantined students who have class on ground who will need to now go virtually. The Dean of Students Office will notify faculty and on-campus supervisor (if relevant) when the students will return to class/work.
- The COVID-19 Coordinator will also talk with you about the Daily Symptom Tracker/ Monitoring Questionnaire and make arrangements with Student Health for daily monitoring.
- Health Services will notify the COVID-19 Coordinator when you can be released from self-isolation.
- COVID-19 Coordinator will notify the Dean of Students Office, & Residence Life when you can return to campus.
- Dean's Office coordinates communication with professors/student to switch to on ground learning.

SITUATION #5 *I am a Southern commuter student who has tested positive for COVID-19. What do I do?*

- If your test was conducted through Student Health Services, Student Health will notify you of the positive result.
- If your test was conducted off campus, immediately report your positive test utilizing the **COVID-19 Reporting Form**.
- The COVID-19 Coordinator will contact you to discuss self-isolation.
- The COVID-19 Coordinator will contact the Contact Tracer to commence contact tracing.
- The Contact Tracer will contact you to identify close contacts. Those close contacts affiliated with Southern will be contacted to discuss quarantine options. The Contact Tracer will monitor the quarantining student, faculty and staff. Close contacts not affiliated with Southern will be referred to the public health department of their local municipalities. At no time will your name or any personal

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details be shared with close contacts as they are notified to quarantine.

- The COVID-19 Coordinator will contact the Dean of Students (DOS) Office to make arrangements for classes that might be missed by the student who tested positive and for any on ground instruction for quarantining students. The Dean of Students Office will notify faculty and on-campus supervisor (if relevant) when the students will return to class.
- The COVID-19 Coordinator will also talk with you about symptom tracking and make arrangements with Student Health for daily monitoring.
- Health Services will notify the COVID-19 Coordinator when you can be released from self-isolation.
- COVID-19 Coordinator will notify the Dean of Students Office & the Wellness Center when you can return to campus.
- Dean's Office coordinates communication with professors/ student to switch to on ground learning.

SITUATION #6 *I have been notified that I have been identified as potentially being exposed to COVID-19 through the contact tracing process. What happens next?*

- The COVID Coordinator or Contact Tracer talks to you about quarantining. If you are a residential student, you may be moved to quarantine housing or off campus if you prefer. If you live off campus (faculty, staff or student), you will be expected to quarantine in your place of residence. You will be instructed to quarantine for 14 days from your last known contact with the infected individual.
- You will be instructed to get a COVID-19 test to determine if you are COVID positive. If you test positive you will need to self-isolate. Please see Situation #2 or #4 for subsequent actions. If you test negative, you must still quarantine for 14 days from your last known contact with the infected individual. The COVID-19 Coordinator or Contact Tracer will discuss with you the parameters for your quarantining.
- The Contact Tracer will monitor students who are quarantining. Students will be required to complete a daily symptom monitor for the duration of their quarantine.

- COVID Coordinator will notify Dean of Students Office, Residence Life (if residential student), Wellness Office (if commuter student) when you can return to campus.
- Dean's Office coordinates communication with professors to switch to on ground learning.

SITUATION #7 *I am a Southern faculty or staff member who has been informed by a student that they suspect that they have been exposed to the COVID-19 virus. What do I do?*

- Inform the student to stay (or go immediately) home or to their residence hall room. They should separate themselves from others.
- Instruct the student to contact Student Health Services by phone at 203-392-6302 or their healthcare provider to determine if testing is necessary. Do not send the student to visit Student Health in person at Granoff.
- Direct the student to Situation #3 to learn more about what actions they should take or expect. Direct the student to Situation #4 (residential student) or #5 (commuter student) if they have received a positive test.
- Refer to the COVID-19 Reporting and Contact Tracing document (insert hyperlink) for a more information on the protocol for testing and tracing.

SITUATION #8 *I am aware of a Southern colleague/student/contracted employee who has experienced symptoms or tested positive and continues to come to campus. What do I do?*

- If you become aware of a non-student (i.e., faculty, staff, contractor, visitor) on campus for whom you have concerns about their health, please do not confront them. Instead, contact Human Resources at (203) 392-5567. At your request, HR will keep your identity confidential.
- If you become aware of a student for whom you have concerns about their health and whether they should be on campus, please contact the Office of the Dean of Students at deanofstudents@SouthernCT.edu or (203) 392-5556.

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