

SAINT XAVIER UNIVERSITY

COVID-19 Confirmed/Presumed Case and Contact Tracing Guide

The information within this document is based on what is currently known about the transmission and severity of coronavirus disease 2019 (COVID-19) and should assist Saint Xavier University in taking steps to mitigate, to the extent possible, the spread of COVID-19 among students, faculty and staff.

The recommendations/protocols below are designed to assist in community mitigation strategies to protect high-risk populations and the health care system, to minimize disruption to teaching and learning and to protect students, staff and faculty from social stigma and discrimination related to COVID-19. These recommendations and protocols cannot eliminate the potential spread of COVID-19 or other illnesses.



Saint Xavier
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GUIDING VALUES AND COMMITMENTS

- Saint Xavier University, working together with local health departments, has an important role in slowing the spread of diseases and protecting vulnerable students, staff and faculty to help provide a safe and healthy learning environment.
- In order to assist the University and public health officials with monitoring cases occurring in Saint Xavier's community, members of the campus community (i.e. faculty, staff, students, etc.) are expected to report presumed or confirmed cases of, and exposure to, COVID-19 to the University.
- Decisions about implementing strategies to stop or reduce the spread of COVID-19 (e.g., class suspensions, event cancellations, other physical/social distancing measures, etc.) will be made in collaboration with local health officials, whenever feasible.
- Older adults and persons with severe underlying health conditions are at increased risk of acquiring a severe illness from COVID-19. Priority should be given to ensuring the safety of these groups of people.

Specific action items are outlined within this document for when a confirmed case, probable case and/or contact (physical, close or proximate) of COVID-19 is disclosed to the University. Additionally, suggested considerations are outlined at the end of this document and organized into three categories based on the level of confirmed/presumed cases of COVID-19 on campus:

- 1) expected baseline/standard number of cases;
- 2) elevated number of cases; and
- 3) substantial number of cases (i.e. super-spread) within the campus or local community.

THE UNIVERSITY'S ROLE IN RESPONDING TO COVID-19

The University must be prepared for COVID-19 outbreaks within Chicago and/or the campus community, and for individual exposure events to regularly occur on

campus. When the University is notified of a confirmed case, probable case or exposure to COVID-19, it will focus its response on the following areas:

- Communication
- Contact/location tracing
- Enhanced cleaning/disinfecting
- Expectations for specific community members

GLOSSARY OF TERMS:

Case

Someone who has had a positive test -- laboratory confirmation that they have COVID- 19; someone who can infect others.

Presumed Case

Someone who has developed symptoms of COVID-19 but has not had laboratory confirmation.

#CampusClear App

#CampusClear App is a user-friendly program and tool to self-monitor your health prior to coming to campus each day. The app allows you to indicate whether you have tested positive for COVID-19, have been exposed or are experiencing symptoms and gives you simple instructions about what to do next.

Close Contact

Someone who has had contact with a case (someone who has tested positive) during the infectious period. Refers to someone who has been within six feet of a case for a period of 15 minutes or longer.

Infectious Period

Refers to the time a case or presumed case can spread the virus to others. For COVID-19, this is believed to begin two days before the start of symptoms and last the duration of the illness.

Isolation

Used to separate an ill person, someone who has tested positive or presumed positive, from those who are healthy. Isolation restricts the movement of the ill person to help stop the spread of the virus. Ill persons are isolated through the duration of the illness.

Quarantine

Used to separate and restrict the movement of a healthy person who may have been exposed to a case or presumed case to a person who has tested positive. Quarantine is used to decrease the spread of the virus. Individuals are quarantined for 14 days from the date of the last contact with a case.

Contact Tracing

Refers to a disease control measure that is employed to prevent the further spread of a virus. Contact tracers must immediately identify and interview people with infections and those in contact with a case, support isolation of those who are infected, warn contacts of exposure, assess symptoms and risk, provide instructions for proper isolation/quarantine with monitoring of symptoms and assist those with symptoms in receiving testing, care and resources.

Contact Tracer

An individual who identifies members of the public who are exposed to others diagnosed with the infectious disease (i.e. COVID-19). Contact tracers usually follow up with people who have contracted infectious diseases, establish which individuals those clients have had contact with, offer resources and initiate isolation/quarantine protocols to limit further disease transmission.

Communication

- To ensure that the University can respond appropriately and provide support and resources to members of the campus community, it is expected that as soon as a member of the campus community becomes aware that they have a presumed or confirmed case of COVID-19, or that they have been directly exposed to another individual with COVID-19, that they (or an appropriate designee) complete the University's COVID-19 Reporting Form. The information gathered will assist the University and public health officials in monitoring cases occurring in Saint Xavier's community and taking necessary actions.
- A contact tracer, working within the SXU Health Center, will notify the Chicago Department of Public Health (CDPH) of positive case(s) and will work to notify individuals or groups who were in close contact with positive or presumed positive COVID-19 cases (i.e. contact trace). Such groups or individuals will be provided with public health recommendations that may require isolation, self-quarantine and/or symptom monitoring.
- The University, via a contact tracer or health center representative, will notify the school, department, office, class and/or larger campus community of confirmed or presumed cases of COVID-19 as warranted from a public health and safety perspective.
- In accordance with the Illinois Department of Public Health (IDPH) guidelines and to keep the broader campus community informed, SXU will report weekly on any positive COVID-19 cases within the SXU community (students, faculty and staff) through the COVID-19 tracking web page with information including:
 - Number of reported positive COVID-19 cases among the campus community
 - Breakdown of de-identified reported positive cases among students and employees
 - Record of when each case was last on campus

Contact Tracing

The Illinois Department of Public Health (IDPH) states that “until a COVID-19 vaccine or preventive treatment is available, management of the COVID-19 pandemic will rely on a tried and true public health measure called contact tracing.” Additionally, aggressive internal contact tracing will benefit the University by increasing safety and curbing the spread of COVID-19 within the community. Additionally, the CDPH will only contact trace confirmed positive cases, not presumed positive cases (individuals presenting symptoms).

In order to meet the rigorous demands of accurately contact tracing for over 3,500 students as well as staff and faculty within the Saint Xavier University community, University leadership has approved the position of one full-time care coordinator (CC) which has been hired by the SXU Health Center (SXUHC) effective August 14, 2020. The care coordinator, as a member of the SXUHC, will have primary responsibility for working with CDPH to identify contacts, visit locations and develop a plan to notify close contacts as appropriate. SXUHC will only provide contact tracing services for cases and contacts within the University community. The CDPH (or other relevant health department) is responsible for any external contact tracing. If additional mitigation strategies are recommended by the CDPH (e.g. temporary building closure, in-person class suspension, event cancellation, etc.), SXUHC will alert the Saint Xavier Emergency Management Team of the health department recommendations.

The contact tracing protocol is outlined below:

- Upon notification of confirmed/presumed case(s) of COVID-19, the CC will notify CDPH.
- Persons who are confirmed/presumed positive for COVID-19 are required to isolate. Under current CDC guidelines, cases must isolate until at least 24 hours have passed with no fever (without the use of fever-reducing medicines), other symptoms have improved and it has either been at least 10 days since the symptoms first appeared or the positive test result.
- SXUHC will work with the confirmed/presumed case to recall where the individual was on campus. Public Safety will be notified of identified locations needing to be temporarily closed to use. Facilities Services will be notified of the identified locations for cleaning per protocol.
- In order to thoroughly and accurately contact/location trace, SXUHC will require access to the variety of information sources such as event attendees, class seating charts, electronic databases, etc. SXUHC will use Mediat (electronic health record) as the primary way to document contact tracing efforts.
- SXUHC will inform anyone deemed to be a close contact of a potential exposure while maintaining the privacy of the ill person. A close contact refers to someone who has been within 6 feet of a case 15 minutes or longer. No contacts will be informed of the identity of an ill person, only the potential of infection. All close contacts will be instructed to quarantine for 14 days and monitor temperature and symptoms twice a day, per the CDC guidelines. Depending on residential status, contacts may be moved to campus housing reserved for isolation/quarantine purposes. Contacts will be provided with education, information and support during the quarantine period.
- SXUHC will follow up with confirmed/presumed cases and close contacts to assess symptoms and medical needs. If a contact develops symptoms, the individual will be directed to isolate as a presumed case and may be referred for testing.
- SXUHC will remain in contact with confirmed/presumed cases until they are medically cleared to return to campus (or, in the case of residential students isolating on campus, medically cleared to end isolation).
 - A close contact of a presumed case will remain in quarantine for 14 days (post exposure).
 - In some cases, medical providers may base their recommendations to isolate on symptomatology rather than test results based on the time of testing, the person's current symptoms and the false negative rate of some tests.

Enhanced Cleaning and Disinfection

- Facilities Services will continue enhanced cleaning and disinfection, guided by the CDC recommendations, of areas where an individual with a confirmed/presumed case of COVID-19 visited campus spaces.
- Per the CDC guidelines, cleaning and disinfection should be implemented in known spaces visited 48 hours prior to the onset of symptoms until seven days have passed since the person was present in the location.
- Through the work of the SXUHC, the University will evaluate the specific locations where the individual spent time on campus for cleaning and disinfection in accordance with guidance from the CDC.
- Facilities Services will perform the following:
- Buildings and/or specific rooms and areas identified where a COVID-19 positive (or presumed positive person) spent time will be assessed on a case-by-case basis.
 - The cleaning scope will be implemented based on the risk of potential contamination.
 - Areas will be identified that will require restricted access until cleaning and disinfection has been completed.
 - In collaboration with Public Safety, areas will be closed off and signage will be put in place to notify space closures due to cleaning and disinfection.
 - If the closure of a campus space or facility would have a significant impact on or disruption to the campus community, Public Safety will send a RAVE Alert to the campus community informing them of the closure location and duration, as well as any other pertinent information.
 - Once the space has been cleaned and disinfected, it will be reopened for use after safety guidelines have been met (timelines may vary based on the impacted space).
 - Routine cleaning will resume upon re-opening of the campus location with added attention to frequently touched surfaces

EXPECTATIONS FOR SPECIFIC COMMUNITY MEMBERS WHO TEST POSITIVE, HAVE SUSPICIOUS SYMPTOMS OR HAVE BEEN EXPOSED

The University's expectations for students is:

- To immediately report to the University any notification from a health official regarding a positive COVID-19 test result, contact with a positive case, contact with a presumed positive case or the onset of symptoms highly suspicious for COVID-19 via the University's COVID-19 Reporting Form.
- To monitor symptoms daily via the #CampusClear app and to remain in communication with SXUHC for any follow-up care/resources.
- To be in communication with the Dean of Students Office regarding any needed notification to current faculty that is not managed by the student directly regarding expected class absence time.
- To provide emergency contact information to the University via the mySXU portal.
- To communicate with the Center for Accessibility Resources to explore possible academic accommodations.
- To follow proper on-campus isolation/quarantine protocols. Resident students reporting a positive test or contact with a positive case/probable case will be instructed to follow the isolation/quarantine protocols outlined by the Office of Residence Life. This may include being instructed to isolate or quarantine at a permanent home address, being relocated to designated campus isolation/quarantine housing or being instructed to isolate/quarantine in place.
- To not return to the Saint Xavier University campus and/or to remain isolated/quarantined until cleared to return based on CDC/CDPH recommendations.

Students should expect the following response from the University:

- SXUHC will contact the student to confirm the student is receiving medical care and offer other relevant resources.
- SXUHC will gather information from the student to initiate contact tracing.
- SXUHC will inform the student of the expectation to isolate/quarantine away from campus, signs and symptoms to monitor, when to seek medical care and available campus and local resources.

- SXUHC will inform the student that pertinent information related to their case may be shared with relevant health department staff members in order to maintain the health and safety of the campus community.
- SXUHC will follow up with the student during their isolation/quarantine and provide information should questions or concerns arise.

The University's expectations for faculty/staff is:

- To immediately report to the University any notification from a health official regarding a positive COVID-19 test result, contact with a positive case, contact with a presumed positive case or the onset of symptoms highly suspicious for COVID-19 via the University's COVID-19 Reporting Form.
- To monitor symptoms daily via the #CampusClear app and to remain in communication with SXUHC for any follow-up care/resources.
- To be in communication with their direct supervisor and the Office of Human Resources regarding potential work accommodations and/or expected absence from work.
- To provide emergency contact information to the University via the mySXU portal.
- To work with their direct supervisor to initiate plans for continuity of instruction, responsibility and work tasks.
- To not return to the Saint Xavier University campus and/or to remain isolated/quarantined until cleared to return based on CDC/CDPH recommendations.

Faculty/staff should expect the following response from the University:

- SXUHC will contact the faculty/staff member to confirm the individual is receiving medical care and offer other relevant resources.
- SXUHC will gather information from the faculty/staff member to initiate contact tracing.
- SXUHC will inform the faculty/staff member of the expectation to isolate/quarantine away from campus, signs and symptoms to monitor, when to seek medical care and available campus and local resources.
- SXUHC will inform the faculty/staff member that pertinent information related to their case may be shared with relevant health department staff members in order to maintain the health and safety of the campus community and that the faculty/staff member should contact the Office of Human Resources for accommodations while in isolation/quarantine.
- SXUHC will ask the faculty/staff member if they have informed the Office of Human Resources and/or their supervisor. If not, the faculty/staff member will be encouraged to do so as soon as possible.
- SXUHC will follow up with the faculty/staff member during their isolation/quarantine and provide information should questions or concerns arise.

Further Considerations Regarding COVID-19 Within the Saint Xavier University Community

The following information, pulled heavily from the CDC website, and used to guide the above protocols, can assist campus administrators in determining which set of mitigation strategies may be most appropriate for specific situations.

Baseline Number of Cases in the Saint Xavier Community

The University will need to prepare for a baseline or expected number of infected persons being on campus. The CDC recommends the following procedures:

- **Coordinate with local health officials.** Once learning of a confirmed positive COVID-19 case of someone who has been on campus, the University will report the case to CDPH within 24 hours. The CDPH will help administrators determine the appropriate course of action.
- **Communicate with students, staff and faculty.** SXUHC will coordinate with CDPH to contact trace/communicate possible COVID-19 exposure and other relevant info, as necessary.
 - Communication should include messages to counter/report potential stigma and discrimination.
 - Communication will maintain confidentiality of the student or staff or faculty member as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act, as applicable.

- Follow operation protocols for cleaning and disinfecting thoroughly. Implement strategies to continue education and other related supports for students.
 - Ensure continuity of education and research as outlined by the Office of Academic Affairs protocols
 - Ensure continuity of safe housing as outlined by the Office of Residence Life protocols
 - Ensure continuity of dining services as outlined by Country House protocols
- Develop information-sharing systems with partners.
 - Data gathered from a symptom tracker (i.e. #CampusClear) as well as institutional information systems for day-to-day reporting on information such as absenteeism or changes in SXUHC traffic should be used to detect and respond to an outbreak.
 - Local health officials should be a key partner in information sharing. Reinforce healthy hygiene practices. Ensure adequate supplies (e.g., soap, hand sanitizer, tissue, face coverings, etc.) to support healthy hygiene practices
- Promote and employ social/physical distancing strategies.
- Monitor and plan for absenteeism via Academic Affairs and Human Resources protocols.
 - Review the usual absenteeism patterns at the University among students, staff and faculty. Consider identifying and implementing processes for faculty and campus leadership to report noticeable changes in absenteeism, even if subjective, to a designated administrator.
 - The University should alert CDPH officials about large increases in student, staff and faculty absenteeism or substantial increases in SXUHC traffic due to respiratory illnesses (like the common cold or the flu, which have symptoms similar to symptoms of COVID-19).
- Require sick students, staff and faculty to stay home.
 - Establish procedures for students, staff and faculty who are sick (with any illness) on campus.
 - Separate resident student roommates from those that are sick as recommended and outlined by the Office of Residence Life protocols.
- Assess in-person group gatherings and events.
- Consider ways to accommodate the needs of students and staff at higher risk of severe illness with COVID-19. Consider if and how to honor requests of students or staff who may have concerns about being on campus due to underlying medical conditions or those of others in their home.

Elevated Number of Cases in the Saint Xavier Community

If there are an elevated number of cases of COVID-19 in the campus community, the University may need to implement additional strategies in order to prevent further spread. The University should continue using the baseline strategies and consider the additional strategies below:

- Regularly coordinate with CDPH officials.
- Work with CDPH officials to determine cancellation of in-person classes and closure of buildings and facilities. Saint Xavier University administrators should work closely with the CDPH officials to determine if a short-term closure (2-5 days) of all campus buildings and facilities is needed. This initial short-term suspension of in-person classes and event and activity (e.g., club meetings; on-campus athletic, theater and music events) cancellations allow time for the local health officials to gain a better understanding of the COVID-19 situation affecting the University.
- Implement additional social/physical distancing strategies.
 - Consider canceling or postponing all in-person gatherings.
 - Consider canceling activities and events such as athletic events or practices or special performances for groups of 10 people or more. Cancel events for groups who may be at increased risk for severe illness from COVID-19.
 - Consider if and how existing dining services should be scaled back or adapted.
 - Work in close collaboration with CDPH officials to make decisions related to the need to close on-campus housing.

- Consider if, and when, to stop, scale back or modify other support services on campus.
 - Consider alternatives for providing students with essential medical, social and mental health services. Identify ways to ensure these services are provided while in-person classes are suspended or students are in temporary housing.
 - Consider ways to adapt other types of services provided to students, staff and faculty (e.g., library services, cleaning services, etc.) to minimize risk of COVID-19 transmission while maintaining services deemed necessary.

Substantial Number of Cases (i.e. super-spread) in the Saint Xavier Community

Additional strategies should be considered when there is substantial transmission in the local or campus community in addition to those implemented when there is a baseline or elevated spread. These strategies include:

- Heavily coordinate with CDPH officials. If local health officials have determined there is substantial transmission of COVID-19 within the campus/local community, they will provide guidance to administrators on the best course of action.
- Consider extended in-person class suspension, remote work and/or residence hall closures.
 - During extended suspension of in-person classes, extracurricular group activities and large events may be canceled.
 - Remember to implement strategies to ensure the continuity of education, research and other essential services for students.

Modifications to this Policy and University Protocols and Reservation of Rights

Based upon an individual circumstance or evolving public health recommendations regarding the handling of isolation, quarantine, positive tests, or presumptively positive tests, the University may find it necessary to modify these plans and protocols, either in individual circumstances or by means of a policy modification going forward. The University reserves the discretion to make changes to its health and safety directives to protect the campus community. All members of the campus community are required to comply with the University's health and safety directives, when directed in a particular case or going forward.