# Symptom Monitoring Requirement

Faculty, staff, and students must conduct self-symptom monitoring every day before reporting to work or class. You must be free of ANY symptoms potentially related to COVID-19 or have had evaluation and clearance by a doctor to be eligible to report to work or school. These symptoms include one or more of the following:

* Cough
* Shortness of breath or difficulty breathing
* Fever – Greater than 100 degrees
* Chills
* Muscle pain
* Sore throat
* Loss of taste or smell

If you have any symptoms, we encourage you to call your primary care provider for assessment and/or COVID-19 testing. You should self-isolate and remain off work/school until your doctor has determined that your symptoms are not COVID-19 related or you have recovered and met criteria for release from isolation as if you had tested positive.

* at least 10 days after your symptoms started or when you tested positive; and
* 24 hours with no fever without the use of fever-reducing medications (e.g., Tylenol, Advil); and
* your respiratory symptoms (e.g., cough shortness of breath) are improving.

# What to do if you learn of a POSITIVE COVID-19 test.

## If the person is an employee:

The supervisor will tell the employee to stay home, and they will gather the following information from the employee:

* Last name
* First name
* DOB
* Age
* Address
* Phone #
* E-mail
* Date we were notified of a positive test:
* Was person symptomatic while on campus?
* Why did you take a COVID test?
* Weekly surveillance testing \_\_\_ I had symptoms \_\_\_\_\_ I was recently exposed to someone who had COVID \_\_\_ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Does person have household contacts that have tested positive for COVID-19?
* Was this individual in close contact with anyone who tested positive for COVID-19 in the last 2 weeks? If so, where?
* Was the individual tested for COVID-19?  If so, date. Location Tested.
* Does the individual have symptoms?  Onset date?
* Locations in building while infectious.  Building/floor/room
* When was the last time they were on campus?
* Has this person been in close contact with any other students or staff members while infectious (2 days before the onset of symptoms)?  Close contact is defined as within 6 feet for 15 minutes or more cumulatively in a 24-hour period, with or without a mask.  (The Health Care Agency will follow up with social contacts that are not campus-related).
* Has this person been vaccinated?

## Next Steps:

1. Notify you supervisor and Don Maus, Director, Risk Management about the positive test.
2. Any other communications should not include the name of the individual with the Positive Test due to privacy reasons. You must keep the person's name confidential so you won't be able to ask coworkers if they had close contact with that person.  You will have to follow up with the person who tested positive to try to determine any close contacts.
3. Send Don the information you gathered from the employee.
4. Don will contact the OC Health Care Agency to inform them of the positive test.
5. Don will send an e-mail to any employees identified as a close contact and inform them to quarantine at home for at least 10 days after last exposure to the case.
6. Don will send a general communication to all staff who may have been in the work area where the individual was present while infectious, including those who were not close contacts. These individuals will be able to come to work, but they will be directed to self-monitor for any COVID-19 symptoms for 14 days.
7. A case is considered to be infectious from 2 days before their symptoms first appeared until at least 10 days after symptoms start. A person with a positive COVID-19 test but no symptoms is considered to be infectious from 2 days before their test was taken until 10 days after their test.
8. A determination will be made as to what rooms need to be closed until the proper cleaning and disinfection takes place.

## If the person is a student:

The instructor will tell the student to stay home, and they will gather the following information from the student:

* Last name
* First name
* DOB
* Age
* Address
* Phone #
* E-mail
* Date we were notified of a positive test:
* Was person symptomatic while on campus?
* Why did you take a COVID test?
* Weekly surveillance testing \_\_\_ I had symptoms \_\_\_\_\_ I was recently exposed to someone who had COVID \_\_\_ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Does person have household contacts that have tested positive for COVID-19?
* Was this individual in close contact with anyone who tested positive for COVID-19 in the last 2 weeks? If so, where?
* Was the individual tested for COVID-19?  If so, date. Location Tested.
* Does the individual have symptoms?  Onset date?
* Locations in building while infectious.  Building/floor/room
* When was the last time they were on campus?
* Has this person been in close contact with any other students or staff members while infectious (2 days before the onset of symptoms)?  Close contact is defined as within 6 feet for 15 minutes or more cumulatively in a 24-hour period, with or without a mask.  (The Health Care Agency will follow up with social contacts that are not campus-related).
* Has this person been vaccinated?
* Are you enrolled in multiple classes? If so which classes

## Next Steps:

1. Notify your Dean. The Dean will notify Don Maus, Director, Risk Management, and their Vice President. The VP will notify the President.
2. Any other communications should not include the name of the individual with the Positive Test due to privacy reasons. You must keep the person's name confidential, so you won't be able to ask the class if they had close contact with that person.  You will have to follow up with the person who tested positive to try to determine any close contacts.
3. Send Don the information gathered from the student.
4. Don will contact the OC Health Care Agency to inform them of the positive test.
5. The Dean will send an e-mail to any students identified as a close contact and inform them to quarantine at home for at least 10 days after last exposure to the case.
6. The Dean will send a general communication to all students or other staff members in the class who may have been in the general area where the individual was present while infectious. These individuals will be able to come to class, but they will be directed to self-monitor for any COVID-19 symptoms for 14 days.
7. A case is considered to be infectious from 2 days before their symptoms first appeared until at least 10 days after symptoms start. A person with a positive COVID-19 test but no symptoms is considered to be infectious from 2 days before their test was taken until 10 days after their test.