

Handling Notification of Actual or Potential Coronavirus Exposure

Case Management Team (CMT)

FSW has created a Case Management Team (CMT). The CMT consists of the: Chief of Campus Police, Director of Facilities & Construction, Dean of Students, Chief HR & Organizational Development Officer, Executive Director of Marketing and Media, HR Manager, Benefits, and HR Manager, Employee Relations. This team will receive and manage any incoming reports of COVID-19 cases and provide pertinent information for safety protocols to be put in place.

The CMT together with the President's Executive Council (EC) and Emergency Management Team (EMT) will work together to:

1. Determine individuals that need to be notified who may have been exposed.
2. Determine building closure and mitigation
3. Regularly inform EC & EMT of symptomatic trends, hot spots, and COVID-19 confirmed cases, and
4. Advise regarding appropriate containment and preventative measures.

FSW COVID-19 EXPOSURE PROTOCOL

All students, employees, and guests are required to comply with the following guidelines after contracting or being in close contact with a person who has tested positive for COVID-19. This protocol incorporates guidance from the Centers for Disease Control and the Florida Department of Health to determine the most appropriate procedure for reporting and returning to Florida SouthWestern State College after an exposure (close contact) or positive result.

For the purposes of this protocol, *symptoms of COVID-19* refer to those defined by the Centers for Disease Control. Currently, symptoms include fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea.



Close contact is defined as anyone who was within 6 feet of an infected person for at least 15 minutes starting from 48 hours before the infected person began feeling sick until the time the infected person was isolated.

Reporting to college

If individuals test positive for COVID-19, are experiencing any symptoms of COVID-19, or believe they have had close contact with someone who has COVID-19, they **must** stay away from college premises and inform the college as follows:

STUDENTS – the point of contact for students is Dr. Mark Bukowski, Dean of Students

1. Students must notify the Dean of Students using the confidential online [COVID-19 Reporting form](#). For questions about reporting contact Dr. Mark Bukowski, Dean of Students at mbukowski@fsw.edu or (239) 489-9067.
2. Students, with the assistance of the Dean of Students, if necessary, must notify their instructors to let them know that they are required to self-isolate and may be unable to attend an onsite class and/or feel unwell enough to complete online coursework.
3. Upon receipt of a student report, the Dean of Students will assist as follows:
 - a. Contact the student and attempt to confirm COVID-19 status as positive or negative
 - b. Perform contact tracing
 - c. Track student status
 - d. Coordinate next steps with deans/faculty and notify those impacted by close contact
 - e. In the event of a connection to onsite activities, notify Director of Facilities & Construction about any confirmed positive cases so that the proper protocols may be followed for sanitation and communication with impacted areas. Notify Executive Council/Emergency Management Team of confirmed positive cases.
4. In all cases, confidentiality will be preserved in accordance with the law.

EMPLOYEES – the point of contact for employees is Susan Bronstein, Chief HR Officer

1. Employees must notify their immediate supervisor and complete the [COVID-19 Reporting form](#). For questions about reporting contact Susan Bronstein, Chief HR Officer at sbronstein@fsw.edu or 239-489-9357.
2. Employees, with the assistance of Human Resources if necessary, must notify their supervisors to let them know that they are required to self-isolate and may be unable to be physically on campus or may not feel well enough to complete work remotely.
 - a. Employees should work with their supervisor to work remotely, utilize Flexible Work Assignment (FWA) if able to work, to take appropriate leave (including any available under the Families First Corona virus Response Act), or to make other arrangements with the assistance and guidance of Human Resources.
3. Upon receipt of an employee report, Human Resources will assist as follows:

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- a. Contact the employee and attempt to confirm [COVID-19 status](#) as positive or negative.
 - b. Perform [contact tracing](#).
 - c. Track employee status.
 - d. Coordinate next steps with supervisors and notify staff impacted by close contact
 - e. In the event of a connection to onsite activities, HR will notify Director of Facilities Management & Construction about any confirmed positive cases so that the proper protocols may be followed for sanitation and communication with impacted areas.
 - f. Notify Executive Council/Emergency Management Team of confirmed positive cases.
4. In all cases, confidentiality will be preserved in accordance with the law.

DETERMINATION OF COVID-19 STATUS

Employee- The Chief HR Officer or designee will work with the employee (with the assistance of the supervisor if needed) to determine the appropriate status of the employee.

Student- The Dean of Students or designee will work with the student to determine the appropriate status.

For each individual, one of the following statuses will be identified:

- a. Asymptomatic with positive test
- b. Symptomatic with positive test
- c. Symptomatic without positive test
- d. Asymptomatic with close contact and no positive test

Reporting to Physician or Health Department: If individuals test positive for COVID-19, are experiencing any symptoms of COVID-19, or believe they have been in close contact with some one who has COVID-19, they should contact their physician and/or the county health department for direction.

FSW CONTACT TRACING

When a COVID Reporting Form is submitted, the point of contact will reach out to the individual to determine their COVID status.

Once a confirmed case of COVID-19 is identified for an individual who has recently been on an FSW campus or location, FSW's contact-tracing protocols will be initiated. Steps of the process include:

1. Determining the individual's [infectious period](#).
2. If the infectious period overlaps with any time the individual was physically on campus, contact tracing will commence.
3. The point of contact will ask the individual when they were last on campus, who they had close contact with, and where they traveled on campus.
4. Where close contact occurred, the point of contact will inform those individuals who were in close contact with the reporting individual.

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It is important to note that the reporting individual's name and other personal identifying information will be kept confidential.

Infectious Period -The CDC scientists, based on current evidence, believe that persons with mild to moderate COVID-19 may be infectious up to [10 days](#) following symptom onset, while a small fraction of persons with severe COVID-19, including immunocompromised persons, may be infectious for a longer period.

COVID STATUS AND RETURN TO CAMPUS

Returning to class or work on FSW College premises in accordance with CDC guidelines:

1. Asymptomatic with positive test: Persons who tested positive but have **not** shown symptoms of COVID-19 may return to campus under either of the following conditions:

- a. After at least ten days have passed since the date of their first positive COVID-19 diagnostic test, assuming they have not subsequently developed symptoms; **or**
- b. After two consecutive negative test results for COVID-19, at least 24 hours apart.

2. Symptomatic with positive test: Persons who tested positive and have symptoms may return to campus under any of the following conditions ([updated 08/18/20 per new CDC guidelines](#)):

- a. After at least **24 hours** have passed without a fever (without the use of fever-reducing medications), and other symptoms have improved (and no longer experiencing respiratory symptoms such as cough or shortness of breath), **and** at least ten days have passed since symptoms first appeared; **or**
- b. After two consecutive negative test results for COVID-19, at least 24 hours apart (as long as fever has resolved without use of fever-reducing medications, symptoms have improved, and no longer experiencing respiratory symptoms such as cough or shortness of breath)

3. Symptomatic without positive test: Persons who have symptoms of COVID-19 with out a confirmed positive test result may return to FSW when **all** of the following conditions are met ([updated 08/18/20 per new CDC guidelines](#)):

- a. After at least **24 hours** without a fever (without the use of fever-reducing medications), **and**
- b. After other symptoms of COVID-19 have improved (and no longer experiencing respiratory symptoms such as cough or shortness of breath), **and**
- c. After at least ten days have passed since symptoms of COVID-19 first appeared.

4. Asymptomatic with close contact and no positive test: Persons who have had close contact with someone who is known to be COVID-19 positive but have not shown symptoms may return to FSW after 14 days have passed since date of last contact.

Clarification: this does *not* include a situation where a member of the College community has come into close contact with another individual potentially exposed to a person who has tested positive or is presumptuously positive (more than one degree of separation). See example below:

Example: Student A has a roommate, Roommate B. Roommate B works the same shift at an off-campus

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workplace as Worker C. The off-campus work place was shut down for cleaning because Worker C started experiencing symptoms of COVID-19. Roommate B is told by her employer to self-isolate. If Roommate B is asymptomatic and has not tested positive, Student A can continue to come to class, using a face covering, physical distancing, hand-washing and other COVID-19 precautions.

NOTE: In all cases (1–4) listed above, persons must have their return to FSW approved as follows:

AUTHORITY TO RETURN TO CAMPUS

- 1.The Dean of Students must approve all students' return to College premises
- 2.Human Resources must approve all employees' return to College premises

Consequences for Noncompliance: A student, employee, contractor, or visitor's failure to report their status, stay away from college premises when required, or otherwise comply with this protocol or college directives is subject to disciplinary action or other appropriate adverse response by the College.

ADDITIONAL RESOURCES

CDC Corona virus (COVID-19)

<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

Public Health Guidance for Community-Related Exposure

<https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html>

Contact tracing

<https://www.cdc.gov/coronavirus/2019-ncov/faq.html#Contact-Tracing>

Visitor Reporting

The Chief of Campus Police will be notified in the event that a visitor or outside community member reports a case of COVID-19.

The Chief of Police will: Inform the members of the CCMT and EC of any incoming reports and provide pertinent information for safety protocols to be put in place.

