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# EAST TENNESSEE STATE UNIVERSITY

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## Facilities Management

**Policy Number:** 700.41

**Title:** COVID-19 Contact Tracing Policy

**Implementation Date:** August 20<sup>th</sup>, 2020

### **Introduction**

East Tennessee State University is closely monitoring the outbreak of COVID-19 in the region. The safety and health of the ETSU community is our highest priority, and we take any threat very seriously. Contact tracing is critical to ETSU's Covid-19 response efforts. Contact tracing slows the spread of infectious disease by gathering information from Covid-19 cases, notifying contact exposures, and monitoring symptoms of cases and contacts during their isolation or quarantine period.

### **Purpose**

The purpose of this policy is to provide a framework for the implementation and coordination of a contact tracing program, in coordination with the Tennessee Department of Health, as it relates to Covid-19 cases.

### **Scope**

The Contact Tracing Team (CTT) will conduct contact tracing for all ETSU students, faculty members, and staff employees, in conjunction and under the direction of the TN Regional Health Department. The CTT will not be responsible for the contact tracing of students who are participating in a Department of Athletics program, as this will be conducted by employees of the Department of Athletics. Contact tracing information collected by the Department of Athletics will be forwarded to the Office of Environmental Health and Safety. The contact tracing program will be implemented using the Tennessee Department of Health guidelines. The CTT designees must complete the Training for Covid-19 Contact Tracers, provided by the Association of State and Territorial Health Officials (ASTHO) and the National Coalition of STD Directors (NCSD).

## **Procedure**

1. Contact information (names & telephone numbers) of positive cases and contact exposures (when available) will be forwarded by the Office of Environmental Health and Safety to the Contact Tracing Team (CTT) for use in conducting contact tracing.
2. The CTT will contact the positive case and conduct contact tracing to determine those persons who have been exposed to the positive case. The case will be advised of the need to self-isolate.
3. The CTT will contact the established contact exposures to let them know of the exposure and the need to quarantine.
4. The CTT will coordinate with the Tennessee Department of Health by providing collected information to the Medical Director for the Northeast Tennessee Regional Health Center.
5. The CTT will email letters to students, faculty, and staff that provides important information concerning their health, as well as campus resources that are available (See appendices A, B, & C). An information sheet for *Supervisor Guidance for Covid-19* (Appendix D) or a *What to Expect If You Were Possible Exposed to Covid-19* (Appendix E) form may be issued when needed.

## **References**

Tennessee Department of Health  
Centers for Disease Control and Prevention (CDC)

## **Contact Persons**

Associate Vice President  
Assistant Vice President  
Director of Environmental Health and Safety

**Approved by:** \_\_\_\_\_

William Brady Rasnick, Jr., Associate Vice President, Facilities  
Management

**Date approved:** \_\_\_\_\_

## Appendix A

### Letter 1 – On campus Students from Student Life & Enrollment

[date]

Student: [student|fullname]  
E-Number: [student|school\_student\_id]  
Address: [student|address]  
[student\_location] [student|room]

Dear [student|fname]:

We received information concerning your health and wanted to reach out and see how we could support you. I understand you may have tested positive or have been exposed to COVID-19. Attached please find the Center for Disease Control information sheets concerning your exposure.

How are you feeling? As you monitor any symptoms, be mindful of your temperature, sore throat, and any changes to your breathing. Make sure you are staying in contact with your physician and if needed, do not hesitate to go to the hospital if your symptoms worsen. You may wish to call ahead to understand any special protocols for patients. Also, if you need assistance from University Health Clinic call 423-439-4560. After 4:30pm call: 1-888-915-7299.

If you have received a COVID-19 positive test result, you must isolate for a minimum of 10 days after onset of symptoms. If you are a contact exposure, you are required to quarantine for 14 days from the date of last contact with the positive case. As classes begin would you like us to notify any of your professors that you may be absent from classes? You would need to work out any missed assignments or absences with each individual professor.

If you are concerned about food or other supplies and need assistance associated with that, please consider putting in a request to Bucky's food pantry. Information regarding the pantry is located below.

Please remember that if you are in quarantine/isolation on campus you are expected to abide by the expectations associated with each situation. Any willful neglect on your part to live up to these expectations could result in a disciplinary violation or cancellation of your housing contract. If you have questions concerning these guidelines please contact Mark Jee, Director Environmental Health and Safety, at 423-439-7785.

We wish you a speedy recovery. Please let us know if we can help you in any way.

Sincerely,  
[staff|digital\_signature]  
[staff|fullname]  
[staff|title]  
[staff|email]  
[staff|phone]

#### **Campus Resources:**

University Health Services  
160 Roy S. Nicks Hall  
423-439-4225  
<https://www.etsu.edu/nursing/shserv/default.aspx>

ETSU Counseling Center

Nell Dossett Residence Hall, 3rd Floor

423-439-3333 or call Bucs Press 2, 24-hour helpline, 423-439-4841, then Press Option 2

<https://www.etsu.edu/students/counseling/>

Bucky's Food Pantry

Central Receiving

325 Treasure Lane

423-439-2825

<https://www.etsu.edu/foodpantry/>

## Appendix B

### Letter 2 – Off campus Students from Student Life & Enrollment

[date]

Student: [student|fullname]

E-Number: [student|school\_student\_id]

Address: [student|address]

[student\_location] [student|room]

Dear [student|fname]:

We received information concerning your health and wanted to reach out and see how we could support you. I understand you may have tested positive or have been exposed to COVID-19. Attached please find the Center for Disease Control information sheets concerning your exposure.

How are you feeling? As you monitor any symptoms, be mindful of your temperature, sore throat, and any changes to your breathing. Make sure you are staying in contact with your physician and if needed, do not hesitate to go to the hospital if your symptoms worsen. You may wish to call ahead to understand any special protocols for patients. Also, if you need assistance from University Health Clinic call 423-439-4560. After 4:30pm call: 1-888-915-7299.

If you have received a COVID-19 positive test result, you must isolate for a minimum of 10 days after onset of symptoms. If you are a contact exposure, you are required to quarantine for 14 days from the date of last contact with the positive case. As classes begin would you like us to notify your professors that you may be absent from classes? You would need to work out any missed assignments or absences with each individual professor.

If you are concerned about food or other supplies and need assistance associated with that, please consider putting in a request to Bucky's food pantry. Information regarding the pantry is located below. If possible, have friends or family bring food or needed items to your door, if you need assistance with food, contact me, contact information below.

Please remember that if you are in quarantine/isolation on or off campus you are expected to abide by the expectations associated with each situation. Any willful neglect on your part to live up to these expectations could result in a disciplinary violation. If you have questions concerning these guidelines please contact Mark Jee, Director of Environmental Health and Safety, at 423-439-7785.

We wish you a speedy recovery. Please let us know if we can help you in any way.

Sincerely,

[staff|digital\_signature]

[staff|fullname]

[staff|title]

[staff|email]

[staff|phone]

**Campus Resources:**

University Health Services

160 Roy S. Nicks Hall

423-439-4225

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423-439-2825

<https://www.etsu.edu/foodpantry/>

**For emergency medical situations please contact:**

ETSU Public Safety

Welcome Center

1043 Jack Vest Drive, Parking Garage, 2nd Floor

423-439-4480 or 911 from any campus phone

<https://www.etsu.edu/dps/>

## Appendix C

Letter 3 – Employee – email from Contact Tracing Team

[date]

Employee

Email address

Dear Employee name:

We received information you tested positive or have been exposed to an employee with COVID-19. Attached please find the Center for Disease Control information sheets concerning your exposure. If you have received a COVID-19 positive test result, you must isolate for a minimum of 10 days after onset of symptoms. If you are a contact exposure, you are required to quarantine for 14 days from the date of last contact with the positive case. You will need to contact your supervisor to inform them of your positive test results or exposure to a positive case. The Human Resources Return to Work Protocol and Supervisors Guidance for COVID-19 are below for your information.

As you monitor any symptoms of COVID-19, be mindful of your temperature, sore throat, and any changes to your breathing. Make sure you are staying in contact with your physician and if needed, do not hesitate to go to the hospital if your symptoms worsen. You may wish to call ahead to understand any special protocols for patients. Also, if you need assistance from University Health Clinic call 423-439-4560. After 4:30pm call: 1-888-915-7299.

If you are concerned about food or other supplies and need assistance, please consider putting in a request to Bucky's food pantry. Information regarding the pantry is located below. If possible, have friends or family bring food or needed items and drop off at your door.

Please remember that if you are in quarantine/isolation you are expected to abide by the expectations associated with each situation.

We wish you a speedy recovery. Please let us know if we can help you in any way.

Sincerely,

Tisha Harrison  
Contact Tracing Coordinator

### **Campus Resources:**

University Health Services  
160 Roy S. Nicks Hall  
423-439-4225  
<https://www.etsu.edu/nursing/shserv/default.aspx>

ETSU Counseling Center

Nell Dossett Residence Hall, 3rd Floor

423-439-3333 or call Bucs Press 2, 24-hour helpline, 423-439-4841, then Press Option 2

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**For emergency medical situations please contact:**

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Welcome Center

1043 Jack Vest Drive, Parking Garage, 2nd Floor

423-439-4480 or 911 from any campus phone

<https://www.etsu.edu/dps/>



## Appendix D

### Supervisor Guidance on COVID-19:

As Bucs return to campus, we all have a responsibility to protect ourselves and each other. Supervisors should work with employees to ensure employees understand the importance of monitoring themselves for COVID-19 symptoms, and to develop a clear process for notification if someone is sick.

1. What type of medical information should a supervisor collect about individuals in their department? Supervisors should generally avoid collecting or documenting medical information related to COVID-19 on file in the department. Employees need to understand what the symptoms of COVID-19 are, and should stay home if they are sick.

Everyone should closely monitor themselves and assess their personal health each day before coming to work. ▪ Do talk to employees about what the symptoms of COVID-19 are ▪ Do talk to employees about staying home if they are sick ▪ Do talk to employees about notifying their supervisor and Environmental Health & Safety if they are sick or suspect they may be sick so that precautions can be taken and appropriate cleaning can be completed

▪ Don't collect medical information for your department file ▪ Don't share information about who is sick with others

2. What type of process should my department have in place to screen employees for COVID19? Supervisors should generally avoid collecting or documenting medical information about their employees in the department file. Supervisors should provide employees with information about COVID-19, when to stay home, and required notifications. ▪ See Appendix A for a 1-page document you can tailor to your department and provide to your employees.

3. How do I know when it is safe for an employee to return to work? ▪ Click here to view the most up-to-date ETSU Return to Work or Class Protocol.

4. Can I tell other people in my office that an employee has tested positive for COVID-19? No. Medical information employees share with their supervisors should be treated as confidential. The name of the employee and other specific information related to their health should not be shared with coworkers. Supervisors should ensure Environmental Health & Safety is notified of confirmed or suspected COVID-19 related sickness 423-439- 6028 (EH&S); or 423-439-7900 (Facilities Management). Identifiable information can be provided to Environmental Health & Safety as needed to carry out necessary decontamination and contact tracing.

5. Can I require an employee to self-report their COVID-19 diagnosis to me? Yes. If an employee has tested positive for COVID-19 it is reasonable to protect the health and safety of others to ask the employee to notify their supervisor. Everyone on campus is expected to monitor themselves for COVID-19 symptoms and notify the appropriate parties if sick.

6. Can I require an employee to go home from work if they tell me they have tested positive for COVID-19 or that they have been in close contact with someone with COVID-19? Yes. It is reasonable to protect the health and safety of others to send an employee home if the employee shares they tested positive for COVID-19 or have been exposed to someone with COVID-19. The ETSU Return to Work or Class Protocol in Appendix B should be followed for determining when it is appropriate for the employee to return to work.

7. What counts as “close contact?” Close contact means you live in the same household as a person with COVID-19; are caring for a person with COVID-19; you’ve been coughed on, kissed, shared utensils or otherwise come in contact with secretions of a person with COVID-19; or you have otherwise been within 6 feet of a person with COVID-19 for about 10 minutes or longer.

8. If an employee cannot come to work because they are experiencing COVID-19 symptoms, tested positive for COVID-19, are waiting on test results, or have otherwise been exposed to COVID-19 do they have to take sick or annual leave? Employees may request to use sick leave or annual leave for initial absence, or may be eligible for Emergency Paid Sick Leave while awaiting a diagnosis. Contact Human Resources for more information 439-4457.

#### **ETSU Return to Work or Class Protocol:**

##### **1. Confirmed COVID – 19 Illness with Symptoms:**

Must be excluded from all work or class activities until:

☑ At least 10 days have passed since symptoms first appeared ☑ AND At least 24 hours have passed since last fever without the use of fever-reducing medications ☑ AND Symptoms (e.g., cough, shortness of breath) have improved

It is the responsibility of the student or employee to monitor temperature and symptoms at least twice daily.

Patients with severe disease (requiring hospitalization) or with immune compromised status must follow CDC guidance for return to work with provider release.

##### **2. Laboratory-Confirmed COVID-19 but have not had any Symptoms (Asymptomatic):**

Must be excluded from all work or class activities until:

☑ At least 10 days have passed since date of first positive COVID-19 diagnostic test ☑ AND have not subsequently developed symptoms since the positive test ☑ IF symptoms develop, please follow the above protocol for Confirmed COVID-19 Illness with Symptoms

If an alternate diagnosis is determined for the symptoms, criteria for return to work or school should be based on that diagnosis.

Any questions regarding testing or symptoms should be directed to University Health, or to the student's or employee's personal medical provider.

### 3. Potential Exposure to COVID-19:

“Potential Exposure” is defined as being within 6 feet for more than 10 minutes with a person who has had a confirmed positive test COVID-19. This includes exposure with the infected person going back 48 hours prior to the time the positive test was collected, OR 48 hours prior to the time the positive contact showed symptoms, whichever is earlier.

Must be excluded from all work or class activities:

☑ Quarantine at home for 14 days after last exposure ☑ Maintain physical distancing of at least 6 feet from others at all times

### Questions? Call one of the following:

☑ **University Health Center** at 423-439-4225 (Monday-Friday, 8 a.m.-4:30 p.m.) or after-hours at 1-888-915-7299

☑ **Washington County Health Department** at 423-975-2200 ☑ **Ballad Nurse Connect** at 1-833-822-5523.

### References:

<https://www.tn.gov/content/dam/tn/health/documents/cedep/novelcoronavirus/critical-worker-exposed-guidance.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>

## Appendix E



Department of  
**Health**

# COVID-19

## What to Expect If You Were Possibly Exposed to COVID-19

If you have been exposed to someone with COVID-19, follow the steps below to monitor your health and avoid spreading the disease to others:

### How do I know if I was exposed?

You generally need to be in close contact with a sick person to get infected. Close contact includes:

- Living in the same household as a sick person with COVID-19
- Caring for a sick person with COVID-19
- Being within 6 feet of a sick person with COVID-19 for about 10 minutes or longer
- Being in direct contact with secretions from a sick person with COVID-19 (e.g., being coughed on, kissing, sharing utensils, etc.)

### Communicate with Public Health

- You may receive a call from public health if you have been in close contact with someone with COVID-19. They will explain quarantine guidance and answer any questions you have.
- If you have any additional questions, contact your local health department.

### Quarantine Yourself

- You should stay home for 14 days after your last contact with the person with COVID-19. If your contact is a household member, you may need to stay home for longer.
- Do not go to work or school, and avoid public places for 14 days.
- If possible, get others such as friends or family, to drop off food or other necessities.

### Monitor Your Health

- Watch for **fever, cough and shortness of breath** during the 14 days after the last day you were in close contact with the person with COVID-19.
- **If you develop these symptoms within 14 days of last contact with a person with COVID-19, you may have COVID-19.**
- If your symptoms are mild, stay home and monitor your health. If you need medical assessment, call the health clinic or hospital before you arrive and tell the provider that you are a contact to a person who was diagnosed with COVID-19.

### Practice Healthy Habits

- Follow all the appropriate social distancing recommendations.
- Wear a cloth face covering in public settings where other distancing measures are difficult to maintain.
- Cover your cough or sneeze into your elbow or a tissue.
- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand rub.
- Clean and disinfect objects and surfaces regularly, including your phone.

### Exceptions for Critical Infrastructure Employees:

- If you are a [critical infrastructure employee](#), you may be permitted to continue to work following potential exposure, provided that you are asymptomatic and adhere to [specific practices](#) to actively assess your health each day and protect others.

### Learn More

- Guidance may change as we learn more. Please check <http://www.tn.gov/health/cedep/ncov> for the most up-to-date guidance about COVID-19.

April 16, 2020