



# COLORADO STATE UNIVERSITY PUEBLO

## CSU PUEBLO COVID-19 POSITIVE CASE REPORTING PROTOCOL

Wednesday, July 15, 2020 | 6:00 p.m. MT

Dear Campus Community,

The health and safety of CSU Pueblo's employees, students, and community is the COVID-19 Response and Planning Team's (COVID RPT) top priority. The purpose of this message is to share CSU Pueblo's procedure for positive or probable cases of COVID-19 for employee groups. Each Wednesday, we will send campus communication updates on response and planning efforts.

**Additional email notifications will be sent out when confirmed positives are identified on campus. These communications will have the subject line: CSU Pueblo Public Health Update: COVID-19.**

If you test positive for COVID-19, at any time, please notify your direct supervisor immediately. Supervisors must then notify the COVID-19 Coordinator, Dr. Donna Souder Hodge at [donna.souder@csupueblo.edu](mailto:donna.souder@csupueblo.edu), who will follow procedures for proper information gathering and other protocols. In order to protect the privacy of all involved, and to minimize the sharing of incorrect information, supervisors should not contact or notify other employees, leadership, or campus groups. Alternatively, employees may always contact the COVID Coordinator, or HR, directly.

If you are notified that a visitor, guest, or university partner you or your team hosted on campus has tested positive, please follow the procedure, as outlined below, by contacting the COVID-19 Coordinator immediately.

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When the university receives notification of a confirmed case of COVID-19, we will adhere to the following **3-Step COVID-19 Positive Case Reporting Protocol** in order to maintain the health and safety of the campus community:

### STEP 1: NOTIFICATION

**Once alerted, the COVID-19 Coordinator will work with the supervisor or office/ department / unit / division in order to:**

- Obtain details about the person's locations on campus and close contacts.
- Notify the school, department and/or work group (as appropriate) using the template, below.
- Authorize notification and cleaning protocols for any impacted area.

**Once the above is complete, the COVID-19 Coordinator will:**

- Notify the supervisor (if they are not the reporting person) and Human Resources (HR) personnel, who will contact the positive employee in order to follow up on leave options.
- Notify, when required, the Pueblo Department of Public Health and Environment.
- Notify the COVID RPT, including the health care representative from the Wolfpack Wellness Center.
- Begin campus “contact tracing” protocols, working closely with *certified contact tracing* team members in the CSU Pueblo Wolfpack Wellness Center.
- Notify the Executive Council “G6.”
- Notify individuals or groups who were in close contact, and provide them with public health recommendations that may include staying home and monitoring their health.

**STEP 2: NOTIFICATION, IMPACTED DEPARTMENTS/UNITS/DIVISIONS/STUDENT GROUPS (TEMPLATE)**

*Dear Colleagues,*

*We learned today that an individual in (department/unit/division name) has tested positive for COVID-19. The employee/student first showed symptoms on (date). They have not been to campus since (date), but we are aware that the window of exposure could have been from (date range). In order to protect the privacy of this individual, we will not release the employee’s name or other details specific to this case. CSU Pueblo will adhere to privacy guidance provided by the [State of Colorado Department of Personnel and Administration](#).*

*We have consulted local public health officials and have determined there is a low risk of exposure to you. Anyone who is at risk because of exposure to or extended direct contact with the confirmed positive individual has been notified by the COVID RPT Coordinator, or The Pueblo Department of Public Health and Environment, and has been asked to quarantine for two weeks. Out of an abundance of caution, we are notifying you, so that you are aware and can take necessary personal precautions while on campus.*

*Please self-monitor for fever, or other symptoms, during the next 14 days. If you experience symptoms of COVID-19, please alert your health care provider, or the Wolfpack Wellness Center at 719-549-2830, and let them know that you may have been in contact with an infected individual.*

*CSU Pueblo COVID-19 Response and Planning Team*

**STEP 3: CLEANING AND DISINFECTION**

The university custodial and facilities staff, to the extent possible, will work with the COVID RPT in order to follow the [Colorado Department of Public Health and Environment \(CDPHE\) guidelines](#) for enhanced cleaning and disinfection of areas in which an individual with COVID-19 spent time.

The COVID RPT will:

- Evaluate the specific locations where the person spent time on campus for cleaning and disinfection in accordance with guidance from the Centers for Disease Control and Prevention.
- COVID RPT will facilitate scheduling of cleaning and disinfection. Custodial staff, under the direction of the COVID RPT, will conduct the following:
  - Buildings and/or specific rooms and areas where a COVID-19 positive person spent time will be assessed on a case-by-case basis.
  - Implement cleaning protocols based on the risk of potential contamination, in consultation (as necessary) with PDPHE and the COVID RPT.
  - Identify areas that require *restricted access* during and immediately following enhanced cleaning. *Spaces and building access may be closed for up to 72 hours, per Center for Disease Control and Prevention (CDC) guidelines.*
  - Coordinate with building proctors/managers.

Guidance from the Colorado Department of Higher Education, the CDPHE, and the CDC has been [used as a reference](#) in creating this procedure.

## **DEFINITIONS**

**"Direct contact"** includes sustained, close or daily contact with a confirmed positive individual; both parties wearing masks, observing social distancing requirements, and following other safety protocols. Limited or one-time direct contact is considered low risk and does not generally require action. Individuals should self-monitor for symptoms for two weeks.

The public health definition of **"exposure"** is close contact with a confirmed positive individual, within 6ft, for 10-15 minutes or longer, with one or both individuals not wearing a mask, and without following other public health protocols. Individuals who have had exposure level contact with a confirmed positive case, should quarantine for two weeks, contact your health care provider or the Wolfpack Wellness Center at 719-549-2830.

**"Contact tracing"** is a specific reference to the work that designated public health officials do in order to protect our community once an individual has been confirmed positive for COVID-19.

The terms, **"isolation"** and **"quarantine"** help protect the public by preventing exposure to people who have or may have a contagious disease.

- Isolation separates sick people with a contagious disease from people who are not sick.
- Quarantine separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.

In most cases, quarantined individuals should submit a negative COVID-19 test result from a health care provider to HR before returning to campus. The Wolfpack Wellness Center also has

COVID-19 tests for symptomatic or quarantined employees and students available at no charge. Please call 719-549-2830 in order to make an appointment.

Employees who are in isolation or who are quarantined may continue to work remotely whenever possible. Please contact HR at 719-549-2441 if you have any questions regarding COVID-19 leave, or related concerns.

Masks must be worn in all common areas, shared spaces, when interacting with others while anywhere on campus, and when coming in and out of buildings. “**Shared spaces**” may refer to cubicle areas with shared or low walls, without doors, and in work areas that are open concept. Contact your direct supervisor for additional guidance. Beginning July 17 (12am), the Governor of Colorado has issued a mandatory [mask requirement](#) for all public, indoor spaces.

A “**positive case**” has been laboratory confirmed with a test.

A “**probable case**” meets the clinical criteria and epidemiological evidence, yet it has not been laboratory confirmed with a test.

## **CAMPUS SAFETY REMINDERS**

For additional information about symptoms of COVID-19, how to minimize your risk, and to access other information and resources related to the university’s response to COVID-19, visit [www.csupueblo.edu/coronavirus](http://www.csupueblo.edu/coronavirus).

If you still have any questions or concerns, or if you believe you have been in direct or exposed contact with a confirmed positive individual, either on campus or in the community, please notify CSU Pueblo personnel when you enter campus at screening, and contact the COVID RPT Coordinator, or any member of the COVID RPT, immediately.

Respectfully,

### **CSU Pueblo COVID-19 Response and Planning Team**

Dr. Donna Souder Hodge, Chief Strategy Officer / COVID-19 Response and Planning Coordinator  
Craig Cason, Associate Vice President Facilities Management  
Dr. Marie Humphrey, Associate Vice President of Student Affairs and Dean of Students  
Niki Toussaint, Chief of Staff  
Carol Daugherty, Director of Wolfpack Wellness Center  
Kat Abernathy, Executive Director Human Resources  
Jennifer Martin-White, Employee Relations Specialist Human Resources  
David Herman, Environmental Health and Safety Officer  
Laurie Kilpatrick, Parking and Safety Manager / Health Screening Team Lead  
Haley Sue Robinson, Public Information Officer

## **COVID-19 POSTIVE CASE REPORTING PROTOCOL: FAQs**

### **Q: What if I *think* I have been in contact with someone who is confirmed positive for COVID-19?**

Refer to the definitions for “direct contact” and “exposure,” and contact your supervisor and/or the COVID-19 Coordinator, Dr. Donna Souder Hodge at [donna.souder@csupueblo.edu](mailto:donna.souder@csupueblo.edu).

### **Q: What if a member of my household has tested positive for COVID-19?**

If a member of your household has tested positive for COVID-19, contact your supervisor and/or the COVID-19 Coordinator, Dr. Donna Souder Hodge at [donna.souder@csupueblo.edu](mailto:donna.souder@csupueblo.edu).

### **Q: What if I supervise an employee or student worker who tells me that they have just been tested, has had contact with a confirmed positive COVID-19 case, or has a family member who has tested positive?**

Contact the COVID-19 Coordinator, Dr. Donna Souder Hodge at [donna.souder@csupueblo.edu](mailto:donna.souder@csupueblo.edu).

### **Q: What if I, or a member of my team, have a fever or any of the symptoms of COVID-19?**

Contact your supervisor, and if you are on campus, go home until you are at least 72 hours fever-free, without the use of medication. Contact your health care provider, or contact the Wolfpack Wellness Center for an appointment or test at 719-549-2830.

### **Q: Where can I get a COVID-19 test?**

The Pueblo Department of Public Health and Environment is currently operating a drive up testing site at the Colorado State Fair Grounds (Gate 4) from 9 a.m. to 3 p.m. Monday through Wednesday. If you are symptomatic, CSU Pueblo’s Wolfpack Wellness Center has tests available. Contact them for an appointment at 719-549-2830.

### **Q: What do I do if I *think* a colleague or student has symptoms or has tested positive?**

Any question related to public health can be directed to the Pueblo Department of Public Health and Environment at 719-583-4444. Continue to follow all health and safety recommendations, and always encourage your colleagues and students to visit the Wolfpack Wellness Center if they are feeling ill. If you have additional questions or concerns, please contact Dr. Donna Souder Hodge at [donna.souder@csupueblo.edu](mailto:donna.souder@csupueblo.edu).

**Q: I have heard that there are new positive cases on campus. How can I confirm, and what should I do next?**

All positive and probable cases will be communicated through official messages sent directly from the COVID-19 Response and Planning Team. Campus communication will be timely and transparent, to the extent possible, and will follow the COVID-19 Positive Case Reporting Protocol. In the event there is a campus wide emergency, normal emergency protocols will be followed and all communication channels utilized. To protect the health and safety of our campus, please direct all COVID-19 questions to the COVID-19 Coordinator — or to a member of this team.

**Q: I'm worried about my own health and wellness and had a COVID-19 test, but I have no symptoms. Can I return to campus?**

If you have worries that lead to getting a COVID-19 test, please notify your supervisor and HR (as you may be eligible for paid leave), remain home, and your supervisor will contact the COVID-19 Coordinator who will follow the procedures for campus wide risk management.

You may return to campus after receiving a negative test result. Employees are encouraged, when possible, to make arrangements with their supervisors and HR to work remotely while waiting for test results.

**Q: What does “contact tracing” mean, and what will it look like at CSU Pueblo?**

“Contact tracing” is a specific reference to the work that designated public health officials do in order to protect our community once an individual has been confirmed positive for COVID-19.

Our CSU Pueblo Director of Student Health Services, and a member of the COVID-19 Response and Planning Team, Carol Daugherty, MSN, FNP-BC, is a certified contact tracer. She, and other certified contract tracers on her staff, will assist with all internal processes for identification of impacted personnel and spaces on campus.

**Q: I've been asked to quarantine or isolate. What's next?**

Work with your supervisor and contact HR at 719-549-2441 in order to determine your best options for leave and remote work.

Before you return to campus, please submit a negative COVID-19 test result from your health care provider to HR. The Wolfpack Wellness Center also has COVID-19 tests for symptomatic or quarantined employees and students — available at no charge. Please call 719-549-2830 in order to make an appointment.