

## Protocol for COVID-19 Exposure Management in Institutes of Higher Education: Appendix Y2

**NOTE:** This protocol document has been developed without the benefit of forthcoming CDPH guidance specific to Institutes of Higher Education. Once CDPH guidance is available, this document may need to be changed to ensure consistency between state and county.

A targeted public health response to contain COVID-19 exposures at a community-level can help maximize the impact of the Los Angeles County Department of Public Health (DPH) COVID-19 response.

IHE are trusted community partners that can help DPH improve the timeliness and impact of the Public Health response through rapid initiation of an IHE COVID-19 Exposure Management Plan (EMP) when notified of COVID-19 cases and clusters on campus. Immediate implementation of an EMP when a single case of COVID-19 is identified at an IHE can accelerate the ability to contain the spread of infection and prevent outbreaks from occurring on campus.

The steps for managing exposures to 1, 2, and 3 or more COVID-19 cases on campus are described below and summarized in Appendix A. Because IHE will vary in the level of resources available for COVID-19 exposure management, *required* steps are the minimum elements that must be included in the EMP. *Recommended* steps include optional elements for exposure management where IHE resources are sufficient.

The term “campus” in this document refers to non-residential settings on the IHE property and residential congregate settings that house or employ large groups of IHE students and employees, both on- and off-campus.

### Exposure Management Planning Prior to Identifying 1 COVID-19 Case at IHE Setting

- Required:** A designated IHE COVID-19 Compliance Task Force that is responsible for establishing and enforcing all COVID-19 safety protocols and ensuring that staff and students receive education about COVID-19. A designated COVID-19 Compliance Officer who serves as a liaison to DPH in the event of a COVID-19 cluster or outbreak at an IHE setting.
- Required:** Adequate supply of housing for students and faculty living on campus to safely isolate or quarantine when needed.
- Required:** A plan for all students and employees who have symptoms consistent with COVID-19 infection or are quarantined because of exposure to case(s) on campus to have access to testing or be tested for COVID-19 infection.

### Exposure Management for 1 COVID-19 Case at IHE Setting

- Required:** After identifying 1 laboratory confirmed COVID-19 case (student or employee), IHE

Compliance Task Force instructs the case to follow [Home Isolation Instructions for COVID-19](#).

- **Required:** IHE Compliance Task Force issues the [Health Officer Order for Case Isolation](#) to the case.
  
- **Required:** IHE Compliance Task Force works with the case to generate a list of students and/or employees with exposure to the case while infectious. IHE Compliance Officer submits this information to the Long Beach Health Department using the [COVID-19 Case and Contact Line List for the Educational Sector](#) within one business day of notification of a confirmed case. If needed, additional time may be requested. For technical assistance on how to complete the line list contact: [COVID19Edu@longbeach.gov](mailto:COVID19Edu@longbeach.gov).
  - A case is considered to be infectious from 2 days before their symptoms first appeared until they are no longer required to be isolated (i.e., no fever for at least 24 hours without the use of medicine that reduces fever AND other symptoms have improved AND at least 10 days have passed since symptoms first appeared). 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.
  - A person is considered to have been exposed if they are one of the following:
    - An individual who was within 6 feet of the infected person for more than 15 minutes (cumulative, within a 24-hr period), even if a non-medical face covering was worn;
    - An individual who had unprotected contact with the infected person's body fluids and/or secretions of a person with confirmed or suspected COVID-19 (e.g., being coughed or sneezed on, sharing utensils or saliva, or providing care without using appropriate protective equipment).
  
- **Required:** Students and employees that are identified to have had an exposure to the case are notified by the IHE Compliance Task Force through a letter or other communication strategies. A Campus Exposure Notification letter template is available at: [COVID-19 Template Notification Letters for Education Settings](#). The notification of exposure should include the following messages:
  - Students and employees with exposure to a campus case should test for COVID-19, whether or not they have symptoms, and inform IHE of test results. This will determine the extent of disease spread on campus and serve as a basis for further control measures. Testing resources include: Employee Health Services or Occupational Health Services, Student Health Center, Personal Healthcare Providers, [Community Testing Sites](#). Individuals who need assistance finding a medical provider can call the Medi-Cal Outreach Program at 562.570.7979.
  - Exposed students and employees should quarantine for 10 days since last exposure to the case while infectious (as defined above) but continue to monitor for symptoms through 14 days, even if they receive a negative test result during their quarantine period. A person who tests negative may subsequently develop disease, with or without symptoms, if tested during the incubation period (i.e. time period between exposure and disease onset). Home Quarantine Guidance for COVID-19 is available at: <http://longbeach.gov/globalassets/health/media-library/documents/diseases-and-condition/information-on/novel-coronavirus/general-public-handouts-and-graphics/covhomequarantine>

- IHE will assist with identifying housing for students and faculty living on campus to safely isolate or quarantine when needed.
- The IHE will contact exposed students and employees to collect additional information and issue the [Health Officer Order for Quarantine](#).
- *Recommended:* IHE Compliance Task Force will determine whether additional notification is needed to inform the wider campus community about the exposure and precautions being taken to prevent spread of COVID-19. A general notification letter template is available at: [COVID-19 Template Notification Letters for Education Settings](#)

Exposure Management for 2 COVID-19 Cases within a 14-day Period at IHE Setting

- Required:** After identifying 2 laboratory confirmed cases (students and/or employees) within a 14- day period, IHE follows required steps for 1 confirmed case.
- Recommended:** IHE Compliance Task Force assesses whether the 2 cases are epidemiologically linked, meaning that the two affected individuals were both present at some point in the same setting and same time while either or both were infectious.\*
  - \* *A case is considered to be infectious from 2 days before symptoms first appeared until they are no longer required to be isolated (i.e., no fever for at least 24 hours without the use of medicine that reduces fever AND other symptoms have improved AND at least 10 days have passed since symptoms first appeared). 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.*
- Determination of epidemiological links between cases may require further investigation to understand exposure history and identify all possible locations and persons that may have been exposed to the case while infectious. A tool is available to assist in the assessment of epidemiological links at: [COVID-19 Exposure Investigation Worksheet for the Education Sector](#). For technical assistance on how to assess epidemiological links, please contact [COVID19Edu@longbeach.gov](mailto:COVID19Edu@longbeach.gov).

Exposure Management for ≥ 3 COVID-19 Cases within a 14-day Period at IHE Setting

- Required:** If IHE identifies a cluster of 3 or more laboratory confirmed cases (students and/or employees) within a 14-day period, IHE should proceed with the following steps:
  - Report cluster to Long Beach Health Department's Communicable Disease Control Program within 1 business day of notification of the cluster at: 562.570.4302.
  - Complete Line List for Cases and Contacts, available at: COVID-19 Case and Contact Line List for the Educational Sector and submit to [COVID19Edu@longbeach.gov](mailto:COVID19Edu@longbeach.gov).
    - The Health Department's COVID-19 School Team will review Line List for Cases and Contacts to determine whether the outbreak criteria have been met.
    - If it is determined that outbreak criteria are not met, continue with routine COVID-19 exposure monitoring.

- If it is determined that outbreak criteria are met, the Health Department will consult with the school on outbreak investigation and management.
  - School Compliance Task Force will submit requested information, including updates to the [Education Line List for Cases and Contacts](#) to the Health Department until the outbreak is resolved (at least 14 days since the last confirmed case).
- **Recommended:** Prior to reporting cluster, School Compliance Task Force will assess whether at least 3 cases in the cluster have epidemiological links. A tool is available to assist in the assessment of epidemiological links at: COVID-19 Exposure Investigation Worksheet for the Education Sector.

COVID-19 Outbreak Criteria for Institutes of Higher Education

IHE Non-residential Setting: At least 3 laboratory-confirmed cases with symptomatic or asymptomatic COVID-19 over a 14-day period within an IHE group that is epidemiologically linked.\*

- \* *IHE groups include persons that share a common membership (e.g., Greek or other social organization, athletic teams, sports and recreation clubs, academic cohort, workplace on campus). Epidemiological links require the infected persons to have been present at some point in the same setting during the same time period while infectious.*

IHE Residential Setting\*: At least 3 laboratory-confirmed cases with symptomatic or asymptomatic COVID-19 over a 14-day period within the same or multiple dwellings that share a common area.

- \* *IHE Residential Settings include on- and off-campus residential housing facilities where groups of IHE students and/or employees congregate and/or reside (e.g., on-campus residences, on- or off- campus Greek housing).*

**Appendix A: Steps for managing exposures to 1, 2, and ≥ 3 confirmed COVID-19 cases in non-residential or residential congregate settings associated with IHE**

<b>1 Case</b>	<p>1) <i>Required:</i> IHE instructs the case to follow Home Isolation Instructions (a).</p> <p>2) <i>Required:</i> IHE informs case that the DPH will contact the case directly to collect additional information and issue Health Officer Order for Isolation (a).</p> <p>3) <i>Required:</i> IHE works with the case to identify IHE contacts with exposure.</p> <p>4) <i>Required:</i> IHE notifies* identified contacts of exposure and instructs them to quarantine at home and test for COVID-19.</p> <p>5) <i>Required:</i> IHE informs contacts that DPH will contact them directly to collect additional information and issue Health Officer Order for Quarantine (b).</p> <p>6) <i>Required:</i> IHE submits contact information for case and IHE contacts using the <a href="#">COVID-19 Case and Contact Line List for the Educational Sector</a> and sends to DPH by emailing: ACDC-Education@ph.lacounty.gov.</p> <p>7) <i>Recommended:</i> IHE sends general notification* to inform the wider campus community of the exposure and precautions being taken to prevent spread.</p> <p>*Templates for exposure notification and general notification are available at: <a href="#">COVID-19 Template Notification Letters for Education Settings</a>.</p>
<b>2 Cases</b>	<p>1) <i>Required:</i> Follow steps for 1 confirmed case.</p> <p>2) <i>Recommended:</i> If the 2 cases occurred within 14 days of each other, IHE determines whether the cases have epidemiological (epi) links.* A <a href="#">COVID-19 Exposure Investigation Worksheet for the Education Sector</a> tool is available to help assess for epi links.</p> <p>*Epi links <u>do not</u> exist: IHE continues with routine exposure management.</p> <p>*Epi links <u>exist</u>: IHE implements additional infection control measures.</p>
<b>3+ Cases</b>	<p><i>Required:</i> If a cluster of 3 or more cases occurred within 14 days of each other, school notifies Communicable Disease Control Program at 562.570.4302.</p> <p><i>Recommended:</i> Prior to notifying Health Department of cluster, IHE assesses whether epi links exist for ≥ 3 cases.</p> <p><i>Required:</i> Complete the <a href="#">COVID-19 Case and Contact Line List for the Educational Sector</a> to determine if outbreak criteria have been met.</p> <p>*Outbreak criteria <u>not met</u> → school continues with routine exposure monitoring.</p> <p>*Outbreak criteria <u>met</u> → Communicable Disease Control Program will assist with</p> <p><i>Required:</i> During the outbreak investigation, IHE provides regular updates to Health Department until outbreak is resolved (at least 14 days since last confirmed case).</p>
<p><b>(a)</b> Health Officer Order, cases directed to self-isolate until no fever for at least 24 hours (without the use of medicine that reduces fever) AND other symptoms have improved AND at least 10 days have passed since symptoms first appeared OR, if case has no symptoms, until 10 days have passed after their positive test was taken. IHE will provide isolation assistance to students/faculty if needed.</p> <p><b>(b)</b> Health Officer Order, contacts directed to quarantine for 10 days since last exposure date to the case while infectious. IHE will provide quarantine assistance to students/faculty if needed.</p>	