



CONTACT TRACING GUIDE

Modified January 21, 2021

REPORTING A CONFIRMED COVID-19 CASE

Any employee to who has had prolonged close contact exposure to an individual with a confirmed COVID-19 case or who tests positive for COVID-19 themselves should contact Theresa Harpole, Director of Human Resources. Any student who tests positive for COVID-19 on the Scooba Campus should contact Tony Montgomery and/or Nurse Amy Ivy. Any student who tests positive for COVID-19 and attends either the Golden Triangle Campus, the Communiversity, Lion Hills, or the West Point Center, should contact Melanie Sanders and/or Nurse Amy Ivy.

Once Nurse Ivy is aware of a potential COVID-19 case among the campus community, she will work with the positive individual to determine the infectious period.

DETERMINE INFECTIOUS PERIOD

Currently, the CDC defines the infectious period as the first 10 days since the initial onset of symptoms. Additionally, to be eligible to discontinue isolation and return to campus, all patients must be fever free without the use of fever-reducing medications for at least 72 hours and have seen improvement in respiratory symptoms such as cough or shortness of breath. Individuals with laboratory-confirmed COVID-19 who have not had any symptoms are no longer considered infectious after ten days have passed since their first positive COVID-19 diagnostic test, assuming they have not subsequently developed symptoms. To determine an individual's infectious period, campus administrators may ask:

- Have you heard from your healthcare provider yet?
 - If so, have they confirmed you are in fact positive for the coronavirus?
 - When were you officially tested for the coronavirus?
 - Did they provide you with instructions regarding how long to quarantine?
- Have you experienced any symptoms?
 - If so, what date did your symptoms start?
 - Have you experienced a fever? If so, when did it start?
 - Has your fever improved without medication?
 - How are you feeling now?
- If the individual has not experienced any symptoms, ask:
 - What date did you get tested?

IDENTIFY CONTACTS

After campus administrators have attempted to determine the infectious period, they will collaborate with the COVID-19 positive individual to identify any EMCC faculty, staff, or students who may have been exposed to that individual during his/her infectious period.

The Centers for Disease Control consider a contact as anyone a COVID-19 positive individual was around within six feet for fifteen minutes or longer during that individual's infectious period regardless of whether or not that individual was wearing a proper facial covering. Additionally, anyone with whom the positive individual has had direct contact with should also be considered. This would include housemates, caretakers, etc.

To determine who the affected individual may have had prolonged contact with while on campus, campus administrators may ask:

- Which campus or satellite locations have you visited in the last 5-10 days?
- Which buildings, classrooms, and laboratories have you been in during the last 5-10 days?
- Have you been in any common areas such as the cafeteria, bookstore, etc. in the last 5-10 days?
- Have you been in a campus vehicle in the last 5-10 days?
- Have you yourself been wearing proper personal protective equipment?
- Please provide me with a list of all individuals you can think of that you have been around in the last 5-10 days, closer than six feet, for longer than fifteen minutes, without the use of personal protective equipment.

INSTRUCTIONS FOR THE COVID-19 POSITIVE INDIVIDUAL

Any individual who tests positive for the coronavirus must self-quarantine for the duration of their infectious period, which is defined as 10 days from a positive test and/or the onset of symptoms. He or she is eligible to return to campus ten days after the beginning of their symptoms, assuming they have been fever-free without fever-reducing medication for a minimum of 72 hours and have experienced a reduction in respiratory symptoms. Upon their return to campus, they will need to self-certify they are eligible to return to work/class based on the CDC's symptom-based strategy. Human Resources will work one on one with employees to clarify whether or not they are feeling well enough to work from home or if they will need to utilize sick leave during their quarantine. Students should work directly with their instructors to ensure they stay current with their classwork or make up what they will miss during their quarantine process.

SAMPLE SCRIPT TO INFORM A CONTACT THEY MAY HAVE BEEN EXPOSED

Today, a member of the EMCC community notified us that they tested positive for the coronavirus (COVID-19). We believe you **may** have had either direct or indirect contact with this individual. Due to HIPAA requirements, we are unable to share the identify of the COVID-19 positive individual.

The CDC has said that in addition to regular and thorough hand washing, practicing social distancing and wearing a face covering are the best methods for protecting yourself and mitigating the spread. East Mississippi Community College has mandated these safety protocols for all classrooms, laboratories, and common spaces. Individuals following these safety protocols should be at a low risk of contracting the virus from coworkers and classmates.

If you are currently experiencing symptoms as outlined by the Centers for Disease Control such as a fever of 100.4F or higher, shortness of breath, coughing, or loss of taste or smell, we encourage you to speak with a healthcare provider to determine whether or not you should be tested for the virus.

In the meantime, we are asking that you please self-quarantine for 10 calendar days in accordance with CDC recommendations for prolonged exposure to a COVID-19 positive individual. Alternatively, you may return to campus on after 7 days of quarantine if you receive a negative test on or after the 5th day of quarantine. You will be eligible to return to campus on _____ (enter date). Upon your return to campus, you will be asked to complete the attached form to certify you are eligible to return based on the CDC's symptoms-based method. During your self-quarantine period, accommodations can be made for employees to telework and for students to continue their studies remotely.