Recent Updates: (Changes highlighted in yellow)
2/8/21:
- Updated the definition of a confirmed COVID-19 case.
- Added an online method for reporting cases and contacts to the Department of Public Health.
- Clarified steps in an outbreak investigation.
- The required quarantine period for individuals who have been in close contact with a person diagnosed with COVID-19 has been shortened. Close contacts who remain asymptomatic may be released from quarantine after Day 10 but must continue to monitor their health and strictly adhere to COVID-19 prevention precautions through Day 14.

Charles R. Drew University COVID-19 Exposure Management Protocol

Partnership between Charles R. Drew University (CDU) and the Los Angeles County Department of Public Health (DPH) will improve the timeliness and impact of the Public Health response through rapid initiation of an Institution of Higher Education (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 CDU can accelerate the ability to contain the spread of infection and prevent outbreaks from occurring on campus.

Exposure Management Planning Prior to Identifying 1 COVID-19 Case at CDU

CDU has identified 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. Dr. Delia Santana, Campus Nursing Officer (CNO) is the designated COVID-19 Compliance Officer who serves as a liaison to DPH in the event of a COVID-19 cluster or outbreak at CDU.

Note: The President has named the following to the task force: Provost Dr. Steve Michael, CNO Dr. Delia Santana, SVP Angela Minniefield, VP Dr. Jay Vadgama, VP Carl McLaney, Director Nikki Martin, Director Armando Estrada and one representative each from the Academic Senate and the Charles R. Drew Student Government.

Note: The University does not offer on-campus housing for students or faculty at this time. CDU has developed the following EMP to be implemented based on the presenting situation:

- 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.
  - Note: The current protocol for on-campus access clearance is a daily rapid COVID-19 test and wait for 15 minutes for a negative test result via the NAVICA app or other method (if no access to the app) prior to entering any University building.
  - The University has contracted with Innovative Health Diagnostics (IHD) for COVID-19 PCR testing. Positive COVID-19 rapid test results will trigger a second specimen collection for PCR confirmatory testing. IHD has currently indicated a timeframe to receive results within 24 to 48 hours.
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 LAC | DPH | COVID-19 Isolation - Patient Information (lacounty.gov). NOTE: a confirmed COVID-19 case is an individual who has a positive COVID-19 test.

- HR will notify the individual of their Families First Coronavirus Response Act or other CDU time off leaves and benefits to include qualifications for workers compensation if applicable. Campus Risk management will also be notified by the IHE.
- CNO informs the case that DPH will contact the case directly through the DPH Case and Contact Investigation Program to collect additional information and issue the Health Officer Order for Case Isolation.
- The IHE by means of the CNO must notify DPH of (1) students and staff with confirmed COVID-19 who were on campus at any point within the 14 days prior to the illness onset date and (2) persons at the IHE who were exposed to the infected person during the infectious period. The illness onset date is the first date of COVID-19 symptoms or the COVID-19 test date, whichever is earlier. If the IHE is reporting cases among students or staff who were not on campus but live nearby in off-campus residences, reporting should be limited to students or staff who had interacted with other students or staff from the IHE within the 14 days prior to the illness onset date.
  - 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 infectious from 2 days before their test was taken until 10 days after their test.
  - A person is considered to have been exposed to a case during the infectious period if at least one of the following criteria are met:
    - Being within 6 feet of the infected person for a total of 15 minutes or more over a 24-hour period;
    - Having had unprotected contact with the infected person’s body fluids and/or secretions of a person with confirmed COVID-19 (e.g., being coughed or sneezed on, sharing utensils or saliva, or providing care without using appropriate protective equipment).
- Secure online reporting is the preferred method for notifying DPH of COVID-19 exposures and can be done on a computer or mobile device with access to the secure web application: http://www.redcap.link/lacdph.educationsector.covidreport. If online reporting is not possible, reporting can be done manually by downloading and completing the COVID-19 Case and Contact Line List for the Education Sector and sending it to ACDC-Education@ph.lacounty.gov. All case notifications should be submitted within 1 business day of being notified of the case.
- Students and employees that are identified to have had an exposure to the case are notified by the CDU COVID-19 Compliance Task Force through a letter or other
communication strategies via a **Campus Exposure Notification letter**. The notification of exposure should include the following messages:

- Students and employees with exposure to a campus case will be instructed to test for COVID-19, whether or not they have symptoms, and inform campus nursing officer [nurseofficer@cdrewu.edu](mailto:nurseofficer@cdrewu.edu) 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: CDU Onsite Testing Services, Employee Health Services or Occupational Health Services, Personal Healthcare Providers, Community Testing Sites such as the Martin Luther King Out Patient Clinic or go to: [https://covid19.lacounty.gov/testing/](https://covid19.lacounty.gov/testing/) to find a testing site. Individuals who need assistance finding a medical provider can call the LA County Information line 2-1-1, which is available 24/7.

- HR will notify employees of their Families First Coronavirus Response Act or other CDU time off leaves and benefits.

- Exposed students and employees should self-quarantine (stay in their home or another residence, separate from others) and monitor for symptoms for 10 days from their last contact with the case while infectious (as defined above), even if they receive a negative test result during their quarantine period. If they remain asymptomatic, they are released from quarantine after Day 10 but must continue to monitor their health and strictly adhere to COVID-19 prevention precautions through Day 14. Note: 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://publichealth.lacounty.gov/acd/ncorona2019/covidquarantine/](http://publichealth.lacounty.gov/acd/ncorona2019/covidquarantine/)

- CDU COVID-19 Task force will assist with identifying housing for students and faculty to safely isolate or quarantine when needed.

*Note:* While we do not have on-campus, housing for students and faculty we will assign Building N to isolate/quarantine individuals on campus if they become ill while onsite; and we will provide safe transportation to their home or to the nearest hospital.

- DPH will contact exposed students and employees directly though the Case and Contact Investigation Program to collect additional information and issue the Health Officer Order for Quarantine.

CDU COVID-19 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. We have developed a general notification letter for notifying the campus community.

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**Exposure Management for 2 COVID-19 Cases within a 14-day Period at CDU**

☐ After identifying 2 laboratory confirmed cases (students and/or employees) within a 14- day period, CDU COVID-19 Compliance Taskforce follows required steps for 1 confirmed case.

CDU COVID-19 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 recommended 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 at the site. NOTE: Epidemiologically linked cases include persons with identifiable connections to each other such as sharing a physical space (e.g. in a classroom, office, or gathering), indicating a higher likelihood of linked spread of disease in that setting rather than sporadic transmission from the broader community. The COVID-19 Exposure Investigation Worksheet for the Education Sector is a tool available to assist in the assessment of epidemiological links. For technical assistance on how to assess epidemiological links, please contact ACDCEducation@ph.lacounty.gov.

- If epidemiological links do not exist, CNO continues with routine exposure management.
- If epidemiological links exist, CDU COVID-19 Compliance Taskforce reinforces messages to students and employees on precautions to take to prevent spread on campuses, including implementation of site-specific interventions.

### Exposure Management for ≥ 3 COVID-19 Cases within a 14-day Period at CDU

☐ If CDU COVID-19 Compliance Taskforce identifies a cluster of 3 or more laboratory confirmed cases (students and/or employees) within a 14-day period, CNO should proceed with the following steps:

- Report the cluster immediately to DPH. Secure online reporting is the preferred method for notifying DPH and can be done on a computer or mobile device with access to the secure web application: [http://www.redcap.link/lacdph.educationsector.covidreport](http://www.redcap.link/lacdph.educationsector.covidreport). If online reporting is not possible, reporting can be done manually by downloading and completing the COVID-19 Case and Contact Line List for the Education Sector and sending it to ACDC-Education@ph.lacounty.gov.
- DPH will review the submitted information to determine whether the outbreak criteria have been met and will contact IHE within 1 business day to advise on next steps.
- If outbreak criteria are not met, CNO continues with routine exposure management. If outbreak criteria are met, DPH outbreak investigation is activated.
- A public health investigator is assigned to coordinate with the CNO on outbreak management for the duration of the outbreak investigation.

### COVID-19 Outbreak Criteria for Institutions of Higher Education

#### IHE Non-residential Setting:
At least 3 laboratory-confirmed cases with symptomatic or asymptomatic COVID-19 infection within a 14-day period in a group* with members who are epidemiologically linked, do not share a household, and are not a close contact of each other outside of the campus.

*IHE groups include persons that share a common membership (e.g., social organization, athletic teams, sports and recreation clubs, academic cohort, workplace on campus).

Isolation of students/faculty/staff with symptoms of COVID-19

- Isolate all persons with symptoms of COVID-19, whether or not they have been tested for COVID-19.
- Test all symptomatic persons for COVID-19
- Rapidly move persons who present with symptoms suggestive of COVID-19 into a separate sick area that is isolated from the rest of the facility.
- A space in Building N has been designated for isolation of symptomatic persons. It is a separate designated area away from asymptomatic persons with a separate bathroom. Follow sanitization guidelines for cleaning and disinfecting the area after person is removed.
- Clear signage will be placed outside isolation areas so staff and persons know they should stay away.
- A designated restroom should be identified and reserved for use by symptomatic individuals only.
- If this is not possible, cleaning after a symptomatic person has used the room is essential.
- If symptomatic persons need to move through areas with persons without symptoms, they should wear a surgical mask and minimize the time in these areas.

Transportation - Limit transport of all persons to essential purposes only. Non-essential transportation will be postponed or canceled. When transportation of symptomatic persons is necessary:

- Symptomatic persons will NOT be transported with non-symptomatic persons.
- Have symptomatic persons wear surgical masks.
- Avoid transporting multiple symptomatic persons together.
- When multiple persons need to be transported simultaneously, appropriate social distancing (> 6 feet) will be practiced both for persons and for the driver.
- The resident is placed on the opposite side of the car from the driver in the seat farthest away from the driver’s seat.
- Vehicle windows are rolled down to improve ventilation in the car.
- Transporting vehicles will be outfitted with plastic tarps or coverings that can be cleaned and appropriately disinfected after each transport.
- Include supplies for good hygiene, including tissues, trashcans or trash bags for disposal of used tissues, and alcohol-based hand sanitizer.
- If you plan to transfer the resident to higher level of care due to worsening respiratory status, notify EMS or other transporter that the resident has an undiagnosed respiratory infection.
Guidance for Drivers

- Drivers of symptomatic persons should take appropriate precautions, including wearing personal protective equipment, including surgical mask

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

<table>
<thead>
<tr>
<th>Cases</th>
<th>1) <strong>Required</strong>: IHE instructs the case to follow Home Isolation Instructions (a).</th>
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<tbody>
<tr>
<td></td>
<td>2) <strong>Required</strong>: IHE informs case that the DPH will contact the case directly to collect additional information and issue Health Officer Order for Isolation (a).</td>
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<td>3) <strong>Required</strong>: IHE works with the case to identify IHE contacts with exposure.</td>
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<td>4) <strong>Required</strong>: IHE notifies* identified contacts of exposure and instructs them to quarantine at home and test for COVID-19.</td>
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<td>5) <strong>Required</strong>: IHE informs contacts that DPH will contact them directly to collect additional information and issue Health Officer Order for Quarantine (b).</td>
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<td>6) <strong>Required</strong>: IHE submits a report to DPH within 1 business day with information on the confirmed case and persons who were exposed to the case at the IHE within 1 business day.</td>
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<td>7) <strong>Recommended</strong>: IHE sends general notification* to inform the relevant campus community of the exposure and precautions being taken to prevent the spread.</td>
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<td>2) <strong>Recommended</strong>: If the 2 cases occurred within 14 days of each other, IHE determines whether the cases have epidemiological (epi) links.* A COVID-19 Exposure Investigation Worksheet for the Education Sector tool is available to help assess for epi links.</td>
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<td>*Epi links exist: IHE implements additional infection control measures.</td>
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<td>2) <strong>Required</strong>: DPH determines if outbreak criteria have been met. If outbreak criteria are met, a DPH outbreak investigation is activated and a public health investigator will contact the IHE to coordinate the outbreak investigation.</td>
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<td></td>
<td>3) Required: IHE provides updates to DPH investigator until outbreak is resolved</td>
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Reference