

# DIVISION OF BUSINESS & FINANCIAL AFFAIRS

## COVID-19 BRIEFING

September 22, 2020

Unit: Public Safety

Prepared by: Michael Morris

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### **INFORMATION:**

To identify the organization and membership of the CSUCI Contact Tracing Team and to specify the roles and responsibilities of the members of the Contact Tracing Team.

### **BACKGROUND AND POLICY ISSUE(S):**

CSU Channel Islands (CSUCI) started its Fall 2020 semester in a mostly virtual learning environment, with limited exceptions for in-person instruction on campus. Detailed plans are in place to support these in-person activities while controlling the spread of COVID-19 within the CSUCI community. Existing procedures are in place to specify how contact tracing efforts will be conducted for members of the CSUCI community who have tested positive for COVID-19, as are decision points for mitigating the spread of COVID-19 while supporting the continuation of limited in-person instruction on the CSUCI campus. These efforts will be led by the CSUCI Contact Tracing Team.

### **RECOMMENDATION:**

#### Contact Tracing Team Members

- Public Safety – Michael Morris, Chief of Police
- Public Safety – Peer Gerber, Director of EH&S
- Public Safety – Joyce Spencer, Health & Safety Manager
- Public Safety – Maggie Tougas, Emergency Manager
- Students – Toni DeBoni, Dean of Students
- Employees – Laurie Nichols, AVP for Administrative Services

#### Notification

So that steps can be taken to protect the campus community from the effects of the COVID-19 pandemic, the University should be notified any time a member of the CSUCI community tests positive for COVID-19.

- Notification about infected students should be reported to the Dean of Students (Toni DeBoni)
- Notification about infected employees should be reported to Human Resources (Laurie Nichols)

This information will be passed on to the CSUCI Contact Tracing Team, who will assemble to coordinate the University's contact tracing and mitigation efforts, in accordance with existing procedures.

#### Initial Inquiry

The Contact Tracing Team will coordinate an initial inquiry to determine the impact on the CSUCI community by making personal contact with appropriate individuals to ascertain the answers to two primary questions:

1. Has the infected person been on the CSUCI campus while contagious?
2. Has the infected person had close contact with any member of the CSUCI community while contagious?

On behalf of the Contact Tracing Team, the Dean of Students will be responsible for coordinating the initial inquiry related to an infected CSUCI student., and the AVP for Administrative Services will be responsible for coordinating the initial inquiry related to an infected CSUCI employee (including faculty).

Any “yes” answer to either of the above questions will warrant a thorough exposure investigation, which will be coordinated by the Public Safety members of the Contact Tracing Team.

#### Exposure Investigation (Contact Tracing)

If the infected person has been on the CSUCI campus while contagious, the Contact Tracing Team will make personal contact with appropriate individuals to identify all locations on campus visited by the infected student, including the date(s) and time(s) of those visits. The Contact Tracing Team will also work with appropriate University officials to put mitigating measures in place to isolate and sanitize the space(s), in accordance with existing procedures.

If the infected person has had close contact with a member of the CSUCI community while contagious, the Contact Tracing Team will make personal contact with appropriate individuals to identify every member of the CSUCI community (student, faculty, or staff) with whom the infected person had close contact, including the date, time, and location of that close contact. The Contact Tracing Team will ensure that each affected member of the CSUCI community has been notified (emergency notification requirement) and advised to self-quarantine for 14 days. The team will also work with appropriate University officials to put mitigating measures in place to minimize further exposure in the community, in accordance with existing procedures.

#### Coordination with Ventura County Public Health

Public Safety members of the Contact Tracing Team will be responsible for coordinating the University's contact tracing efforts with Ventura County Public Health.

### **SUPPORTING DOCUMENTATION:**

- CSUCI Document, “*CSUCI Contact Tracing - Procedures and Flow Chart*”
- CSUCI Document, “*Decision Points for Continued In-Person Instruction*”

**CURRENT UPDATE:** N/A

**SUPPLEMENTAL DOCUMENTS:** N/A

## COVID-19 Contact Tracing for CSUCI

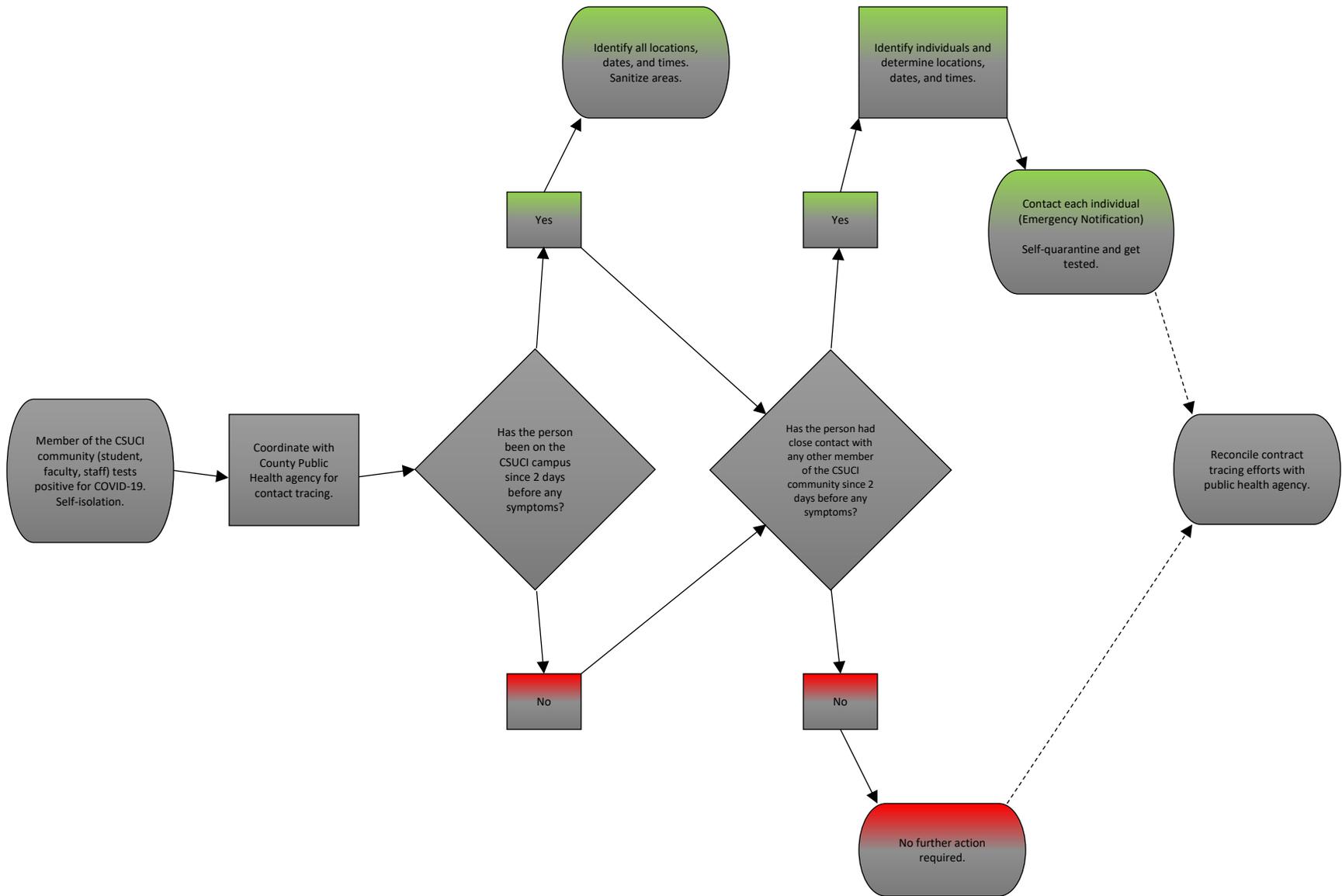
The following guidelines are in place to direct the contact tracing efforts associated with a member of the CSUCI community who has tested positive for COVID-19.

### Contact Tracing

- The local Public Health agency is responsible for conducting contact tracing for individuals who have tested positive for COVID-19.
- CSUCI is responsible for Emergency Notification (Clery) to affected campus individuals.
- CSUCI will coordinate with Ventura County Public Health (or county of jurisdiction) to facilitate contact tracing for COVID-positive patients who are members of the CSUCI community (students, faculty, staff).
  - To ensure timeliness of contact tracing, followed by emergency notification to those members of the CSUCI community with whom the patient has had close contact, CSUCI will play an active role in this process.
- The responsibility for contact tracing and emergency notification for the CSUCI community should be centralized. However, the associated procedural steps may be handled by other specified University officials (Housing staff, Nursing faculty, etc.), depending upon the circumstances.

### Procedures (*see attached flow chart*)

- CSUCI learns that a member of the CSUCI community (student, faculty, staff) has tested positive for COVID-19.
  - The patient should self-isolate until symptoms have been resolved with no fever for at least 24 hours (not less than 10 days total).
- Contact Ventura County Public Health (or county of jurisdiction) to coordinate contact tracing efforts.
  - CSUCI will investigate for impacts to CSUCI community members.
- Determine if the patient has been on the CSUCI campus since 2 days before the onset of any symptoms.
  - If yes, identify all areas visited on campus, including the dates and times.
    - Evaluate the need to sanitize those areas.
- Determine if the patient has had close contact with any member of the CSUCI community since 2 days before the onset of any symptoms.
  - *For COVID-19, a “close contact” is defined as any individual who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated (CDC, 2020).*
  - If yes, identify each CSUCI community member with whom the patient has had close contact, including the dates and times.
    - Make contact with each person and inform about the exposure (emergency notification). This person should self-quarantine for 14 days from their last exposure and consider getting tested for COVID-19.
    - Help to facilitate medical assistance, if needed.
  - If no, no further action is required.
- Contact Ventura County Public Health (or county of jurisdiction) to reconcile CSUCI’s contact tracing efforts.



# **DIVISION OF BUSINESS & FINANCIAL AFFAIRS**

## **COVID-19 BRIEFING**

September 10, 2020

Unit: Public Safety

Prepared by: Michael Morris

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### **ACTION:**

Request for Cabinet's approval of recommended strategy for continued in-person instruction during the Fall 2020 semester.

### **BACKGROUND AND POLICY ISSUE(S):**

CSU Channel Islands (CSUCI) started its Fall 2020 semester in a mostly virtual learning environment, with limited exceptions for in-person instruction on campus. Detailed plans are in place to support these in-person activities while controlling the spread of COVID-19 within the CSUCI community. The University's plans have been reviewed by Ventura County Public Health and approved by the CSU Chancellor. Individual safety plans for in-person instruction have been reviewed and approved by CSUCI's Environmental Health & Safety department. Universities across the country, including campuses within the CSU system, have experienced significant COVID-19 outbreaks in their communities since the start of the fall semester and have been forced to revert back to virtual learning environments.

### **RECOMMENDATION:**

In an effort to support the continuation of limited in-person instruction on the CSUCI campus, while controlling the spread of COVID-19 as students, faculty and staff become infected, the University will use the following as a baseline for decision-making:

- If any one student, faculty or staff attending an in-person class tests positive for COVID-19, the in-person class shall be suspended and held virtually during the infected person's 14-day incubation period. If no other individuals participating in the in-person class become infected during this 14-day period, the in-person class may then resume as scheduled.
- Any classroom or lab space potentially contaminated by the infected person will be immediately isolated and sanitized. The space will remain inaccessible for a period of 7 days from the date of exposure. Any other classes that utilize this space will either identify an alternate location for in-person instruction or pivot to virtual instruction until the space can be repopulated again.
- If a different person in another class tests positive for COVID-19, then that individual's in-person class will be suspended and held virtually for 14 days and that space will be secured, sanitized, and will remain inaccessible for 7 days from the date of exposure.

- If at any point within any 14-day period, the combined number of students, faculty and staff who test positive for COVID-19 exceeds 2% of the student population approved for in-person instruction (2% of 814 students for the fall 2020 semester = 16), all in-person instruction on campus will cease and immediately transition to virtual instruction for the remainder of the semester.

This protocol will not apply to Student Housing because of the effective lodging arrangements in place to protect resident students from COVID-19.

**SUPPORTING DOCUMENTATION:** N/A

**CURRENT UPDATE:** N/A

**SUPPLEMENTAL DOCUMENTS:** N/A