

Kutztown University  
Response Plan for a COVID-19 Case on Campus  
August 12, 2020

The purpose of this plan is to outline the steps that will be followed upon either a confirmed positive COVID-19 or presumed positive COVID-19 case at Kutztown University.

**Definitions**

Confirmed Positive for COVID-19

A case where a COVID-19 test has been administered and the results are positive for COVID-19.

Presumed Positive for COVID-19

An individual reporting to a health care provider for COVID-19 testing and exhibits multiple symptoms of COVID-19 may be presumed positive for COVID-19 pending test results.

COVID-19 Symptoms

Per the CDC website (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>), people with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19.

Isolation

Isolation is used to separate people infected with SARS-CoV-2, the virus that causes COVID-19, from people who are not infected. Anyone sick or infected should separate themselves from others by staying in a specific “sick room” or area and using a separate bathroom (if available).

## Quarantine

Quarantine is used to keep someone *who might have been exposed to COVID-19* away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should separate themselves from others, monitor their health and follow directions from their state or local health department.

## Test Result Priorities

The university currently uses Quest Diagnostics to process COVID tests. Quest Diagnostics uses the following priorities to process COVID testing. Depending upon testing demand and priority, test results could be received between 2-14 days following testing:

- **Priority 1 Testing.**  
Helps ensure optimal care options for all hospitalized patients, lessens the risk of healthcare-associated infections, and maintains the integrity of the US healthcare system.
  - Hospitalized patients
  - Healthcare facility workers with symptoms
  - Presurgical patients in acute care settings
- **Priority 2 Testing.**  
Helps ensure those at highest risk for complications of infection are rapidly identified and appropriately triaged.
  - Patients in congregate (long-term care and correctional) facilities with symptoms
  - Patients over age 65 years with symptoms
  - Patients with underlying conditions with symptoms
  - First responders with symptoms
- **Priority 3 Testing**  
As resources allow, the testing of Priority 3 individuals involves those in the surrounding community of rapidly increasing hospital cases to decrease community spread, and ensure the health of essential workers.
  - Critical infrastructure workers with symptoms
  - Individuals with symptoms who do not meet any of the above categories
  - Healthcare facility workers and first responders
  - Individuals with mild symptoms in hot zone communities
- **Non-priority**
  - Individuals without symptoms

## **General Plan Overview**

The Pennsylvania Department of Health (PADOH) has protocols in place to work closely with health care providers, county health representatives, and employers for testing, announcing and advising cases confirmed positive for COVID-19. This includes

performing contact tracing to determine other individuals that may have potentially been exposed through contact with an infected person.

Maintaining patient confidentiality and compliance with HIPAA and FERPA is a primary concern of all parties. Public health authorities will determine what information is shared publicly in the interest of public health, and in accordance with relevant privacy requirements. The information shared by Kutztown University with its faculty, staff and students will be done in consultation and collaboration with public health authorities.

The reporting and notification process will vary depending upon the individual, where they seek treatment, who performs the test, their county of residence, etc. The information below is presented in a good faith effort to describe the process to the KU community. It provides a general outline of the process, as it is known today, but may not cover every scenario.

#### **Faculty and Staff Positive for COVID-19**

*The ultimate success of the university response to a positive or presumed positive case for a faculty and staff member relies heavily on the individual promptly self-reporting their medical exam/test results to the university.*

KU faculty and staff suspecting they may have COVID-19 would report to their primary care health professional for examination and testing. Once a positive test result is received by the healthcare provider, they are responsible for notifying the patient and PADOH. At this point, the patient will be required to isolate to prevent further transmission.

PADOH will then begin the contact tracing process to identify any other individuals that may have been affected and need to be in quarantine (see the contact tracing section below for more information).

Because of the delay (2-14 days) in receiving test results, and out of concern for the members of the KU community, the university has taken the position that a person will need to isolate immediately while awaiting test results if they are presumed positive for COVID-19. However, the efficacy of this policy is dependent upon timely self-reporting by the faculty or staff member who must **contact Human Resources immediately if:**

1. During the office visit, they exhibit symptoms and their medical care provider determines they should be presumed positive for COVID-19 pending test results or;
2. They receive confirmation that they have tested positive for COVID-19.

#### **Student Positive for COVID-19 Using KU Health and Wellness Services (H&WS)**

KU students on campus suspecting they have COVID-19 should report to H&WS for examination and testing. If a positive test result is received by H&WS, they are

responsible for notifying the patient and PADOH. At this point, the patient will be required to isolate to prevent further transmission.

PADOH will then begin the contact tracing process to identify any other individuals that may have been affected and need to be in quarantine (see the contact tracing section below for more information).

Because of the delay (2-14 days) in receiving test results, and out of concern for the members of the KU community, the university has taken the position that a person will need to isolate immediately while awaiting test results if they are presumed positive for COVID-19. If during the visit to H&WS the student exhibits COVID-19-like symptoms, they will be presumed positive for COVID-19 pending test results and will be required to isolate.

### **Student Positive for COVID-19 Using a Private Healthcare Provider**

*The ultimate success of the University response to a positive or presumed positive case for a student using a private healthcare provider relies heavily on the individual promptly self-reporting their medical exam/test results to the university.*

Students suspecting they may have COVID-19 may report to their primary care health professional for examination and testing rather than H&WS. Should this be the student's choice, the healthcare provider is responsible for notifying the patient and PADOH of a positive test result. At this point, the patient will be required to isolate to prevent further transmission.

PADOH will then begin the contact tracing process to identify any other individuals that may have been affected and need to be in quarantine (see the contact tracing section below for more information).

Because of the delay (2-14 days) in receiving test results, and out of concern for the members of the KU community, the university has taken the position that a person will need to isolate immediately while awaiting test results if they are presumed positive for COVID-19. However, the efficacy of policy is dependent upon timely self-reporting by the student who must **contact KU H&WS immediately if:**

1. During the office visit, they exhibit symptoms and their medical care provider determines they should be presumed positive for COVID-19 pending test results or;
2. They receive confirmation that they have tested positive for COVID-19.

### **University Response to a Positive or Presumed Positive Case at KU**

Upon notification by Human Resources or H&WS of a positive or presumed positive case on campus, the President and Cabinet members will confer with the campus Emergency Management Team to review guidance from the PA Department of Health as well as

other public health authorities. Based upon the specific incident and guidance received, the following actions will be considered, point persons assigned and implemented as warranted.

**1. Isolation of Infected Individuals**

- a. Verify the individual(s) are aware of their positive test result.
- b. Decide the method for isolating the infected individual(s) to assure care is available and prevent further transmission.
- c. Place the individual(s) into isolation as quickly as possible (see detailed information below).

**2. Cleaning and Disinfection**

- a. Determine the extent and location(s) cleaning and disinfection for COVID-19 is required based upon the incident.
- b. If a room, area, floor, and/or building closure is required, notify the affected programs and/or persons. Close the affected areas as soon as possible to prevent possible transmission.
- c. Develop and implement plans to alter/relocate operational or educational programs using the affected area(s) until sanitizing is complete.
- d. After the prescribed waiting period, the affected areas will be cleaned and disinfected in accordance with current protocols.

**3. Communication**

Based upon the incident, determine the need for, and method, to communicate information to the university.

- a. Students required to isolate or quarantine will be required to contact their professors to request reasonable arrangements to complete course work due medical reasons.
- b. Human Resources will contact the dean or managers of the employee requiring flexible work arrangements or leave due to medical conditions.
- c. Campus community at large will be notified by communication from KU's Office of Communications.
- d. Any media or social media notifications shall be issued by KU's Office of Communications.

**Contact Tracing**

Working in conjunction with the Pennsylvania Department of Health, Co-County Wellness Services (CCWS) has been contracted to conduct contact tracing for COVID-19 for Berks County. Using teams of tracers comprised of part-time staff and volunteers, CCWS will provide contact tracing to Kutztown University. The university will assist as required.

**1. Faculty and Staff**

These services will generally be provided by the county health department, or contracted service in the county of residence of the infected individual. Berks County has contracted with Co-County Wellness Services to perform contact tracing.

**2. Students**

In general, contact tracing services for KU students will be performed by Co-County Wellness Services; however, for commuting students living outside Berks County or Pennsylvania, this may not be the case and services will be performed as prescribed in their county or state.

**3. Notification of Potentially Infected Individuals**

The entity performing the contact tracing will contact potentially infected individuals directly and inform them of the need to quarantine.

**4. Self-Reporting: Students**

Students required to quarantine will be required to contact their professors to request reasonable arrangements to complete course work due medical reasons.

**5. Self-Reporting: Faculty or Staff**

Faculty or staff required to quarantine must contact Human Resources to request flexible work arrangements or leave due to medical conditions.

**On Campus Isolation and Quarantine Process**

A process to identify and separate individuals residing on campus that are presumed positive or confirmed positive with COVID-19 is critical to mitigating the further spread of the virus. In general, students residing on campus will be encouraged to isolate or quarantine at home and students residing off campus will be instructed to isolate or quarantine at their off-campus residence.

Students returning home or to their off-campus residence for isolation will be provided the following services:

- Protocols to properly isolate/quarantine.
- Follow-up calls to check on their health condition.
- Reminders to call their personal physician or seek other medical care should symptoms warrant.

H&WS, along with Housing and Residence Life, has also developed a plan and identified facilities for those resident students that cannot isolate or quarantine off-campus, or may need to remain on-campus for a short period until being able to transition to the off-campus residence.

Once a need for on-campus isolation or quarantine is identified, H&WS will work closely with Housing and Residence Life to transition the student to their assigned isolation/quarantine area. Students being relocated will be reminded to take the following items with them:

- Laptop/instructional supplies
- Cell phone and Phone charger

- Comfortable clothing for the length of Isolation (pants, shirt, underwear, socks)
- Personal hygiene (soap, toothbrush/paste, brush, deodorant, towel, washcloth)
- Wallet and KU ID card
- Pillow/sheets/towels
- Health insurance card
- Cloth mask

H&WS will provide students in on-campus isolation/quarantine the following:

- Thermometer (paper and disposable)
- Temperature and symptom tracker
- Tylenol
- Cough drops
- Hand sanitizer (if available)
- Mask (if needed)
- Reference numbers to H&WS, Counseling Center, and University Police.
- Detailed instructions regarding how to properly isolate and when isolation can be discontinued.
- Daily phone call follow-ups Monday thru Friday as well as phone triage as needed.
- If the student requires medical evaluation during their on-campus isolation due to a decline in condition or worsening of symptoms and it is during regular business hours, H&WS licensed staff will assess the patient via a telephone triage visit. ER instructions will be given as indicated.
- If H&WS is closed and student experiences a decline in condition or worsening of symptoms, they will be instructed to call Public Safety for transport to ER by ambulance.

Housing and Residence Life will coordinate meals for students in on-campus isolation/quarantine. Students will be provided a boxed meal for breakfast, lunch, and dinner. It will be prepared by Dining Services and brought to the doorstep. Students will be texted once the food is outside their door. Students without a meal plan may be charged a nominal fee. Breakfast delivered between 8-8:30 a.m.; lunch between 12:30-1 p.m.; and dinner between 5-5:30 p.m.

**Symptom-Based Strategy for Discontinuing Transmission-Based Precautions (Isolation and Quarantine).**

Per the CDC at the time this plan was written, the decision to discontinue Transmission-Based Precautions for patients with confirmed SARS-CoV-2 infection should be made using a symptom-based strategy as described below. The time period used depends on the patient's severity of illness and if they are severely immunocompromised.

Patients with mild to moderate illness who are not severely immunocompromised:

- At least 10 days have passed since symptoms first appeared and

- At least 24 hours have passed since last fever without the use of fever-reducing medications and
- Symptoms (e.g., cough, shortness of breath) have improved

Note: For patients who are not severely immunocompromised and who were asymptomatic throughout their infection, Transmission-Based Precautions may be discontinued when at least 10 days have passed since the date of their first positive viral diagnostic test.

Patients with severe to critical illness or who are severely immunocompromised:

- At least 10 days and up to 20 days have passed since symptoms first appeared and
- At least 24 hours have passed since last fever without the use of fever-reducing medications and
- Symptoms (e.g., cough, shortness of breath) have improved
- Consider consultation with infection control experts

For those in isolation or quarantined on campus, the decision to discontinue the transmission-based precautions will be made by H&WS.

### **Terminal Cleaning**

Once isolation/quarantine is determined to be over and the student is cleared to return to their room, the isolation/quarantine room will remain vacant for the time prescribed per current CDC, DOH, and housing guidelines before terminal cleaning and disinfection.