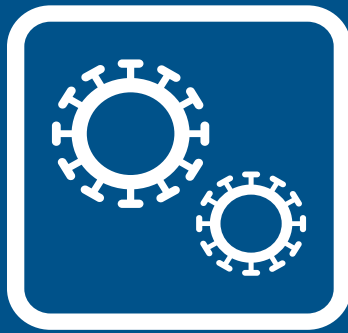


STAY SAFE WAVES

COVID-19 Reporting Guidance

Faculty and Staff





COVID-19 REPORTING GUIDANCE

This guidance will provide instructions on how to handle and report suspected or confirmed COVID-19 cases.

1. Employee is ill



When obtaining a report of an ill employee, supervisors should ask if the employee has already completed the Daily Wellness Check and noted his/her illness symptoms on the form. If “yes,” no further questions are required. If “no,” supervisors should ask if the employee is experiencing symptoms associated with COVID-19, including:

Note: Employees only need to provide a “yes”/“no” answer and do not need to disclose specific symptoms.

- Cough
- Fever
- Sore throat
- Difficulty breathing
- Shortness of breath
- Diarrhea or vomiting
- Sudden loss of smell or taste
- Muscle aches/pain (not due to another cause)

Does the employee exhibit the above symptoms?

YES

NO

The employee should immediately leave campus. If not at work yet, the employee does not come to campus and contacts his/her Primary Care Provider (PCP) for evaluation and possible testing.

The employee stays home from work until approved to return to campus by his/her PCP and until any COVID-19 testing that is done is back and negative.

The supervisor tells the employee (at a minimum) to not return to campus until he/she has gone 3 days without a fever, 3 days with symptoms improving, and until at least 10 days after initial symptom onset (unless a medical provider has diagnosed a non-COVID-19 condition and clears the employee to return prior to 10 days from symptom onset).

If after the employee consults with his/her PCP and he/she is diagnosed with COVID-19, presumed to have COVID-19, tests positive for COVID-19, or is placed into Isolation or Quarantine, the employee must call the Student Health Center (SHC) contact tracer at 310.506.4316, option 3, within 24 hours. After business hours and on weekends/holidays, contact the Department of Public Safety (DPS) at 310.506.4442. DPS will inform SHC personnel. This will initiate the contact tracing procedures.

No special cleanings need to occur unless the employee tests positive for COVID-19, is told that he/she has COVID-19 by his/her PCP, or is presumed to have COVID-19.

Did the employee have a known exposure to a COVID-19 case?

← YES

NO

No further steps are needed by Pepperdine.

The employee contacts his/her Primary Care Provider as needed.

2. Close contact or exposure to a COVID-19 case

When obtaining a report of an employee with a close contact/exposure (*see definition below) to a confirmed COVID-19 case, supervisors should follow these steps.

Did the employee have a close contact/exposure to a COVID-19 case?

YES



NO



The supervisor tells the employee to contact his/her Primary Care Provider (PCP) for evaluation and possible testing.

The supervisor tells the employee to stay home or return home until approved to return to campus by his/her PCP and until any COVID-19 testing that is done is back and negative.

The supervisor must call the Student Health Center (SHC) at 310.506.4316, option 3, within 24 hours to inform the SHC contact tracer of the employee with exposure. After business hours and on weekends/holidays, contact the Department of Public Safety (DPS) at 310.506.4442. DPS will inform SHC personnel. This is to update the exposure notification

system. The contact tracer will contact the employee to complete a risk assessment.

If after the employee consults with his/her PCP and he/she is diagnosed with COVID-19, presumed to have COVID-19, tests positive for COVID-19, or is placed into Isolation or Quarantine, the employee must call the SHC contact tracer within 24 hours. After business hours and on weekends/holidays, contact the Department of Public Safety (DPS) at 310.506.4442. DPS will inform SHC personnel. This will initiate the contact tracing procedures.

No special cleanings need to occur unless the employee tests positive for COVID-19, is told that he/she has COVID-19 by his/her PCP, or is presumed to have COVID-19.

No further steps are needed by Pepperdine.

*CLOSE CONTACT is defined as:

Being within approximately 6 feet (2 meters) of a COVID-19 case for 15 minutes or more; close contact can occur while caring for, living with, visiting, or sharing an area with a COVID-19 case.

Having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on).

Note: Close contacts of a close contact (e.g., parent whose son had a close contact with a confirmed COVID-19 positive classmate) do not need to quarantine unless the close contact (the son) becomes ill or tests positive while in quarantine.

IF QUARANTINED

If the employee is quarantined, the employee must call the SHC contact tracer as noted above. The contact tracer will use the Quarantine Follow-Up form as needed.

If the employee develops symptoms within 48 hours of the last time he/she was on campus, or if any COVID-19 testing is positive:

The employee contacts his/her Primary Care Provider for further recommendation/evaluation.

The employee informs the SHC contact tracer of his/her symptom development.

The contact tracer will proceed with the Person Under Investigation and contact tracing related to the employee.

3. An employee makes a report

Supervisors may receive reports from employees about other community members (such as employees or students who are ill, or employees or students who have family members or close contacts who are ill).

The employee makes a report to his/her supervisor.

THE SUPERVISOR COLLECTS INFORMATION FROM THE REPORTING EMPLOYEE.

Date, duration, and location of the reporting employee's exposure/contact, if any.

Name and contact information of the employee/student of concern (e.g., CWID, phone number, location/department).

Name and contact information of the reporting employee (e.g., CWID, phone number, work location/department). Note: This information will not need to be reported, but it will need to be kept available in the case that the SHC contact tracer needs to reach out to the reporting employee to collect or verify information.

Disposition of the employee/student of concern, if any (e.g., told to go home, told to seek care, student told to contact the Student Health Center, employee told to contact his/her Primary Care Provider).



THE SUPERVISOR NOTIFIES APPROPRIATE PARTIES.

If the individual of concern is a student, the supervisor contacts the Student Health Center Contact Tracer at 310.506.4316, option 3. If after-hours, contact the Department of Public Safety (DPS) at 310.506.4442. If the student resides on campus, ask to speak with the Resident Director (RD) on Duty.

If the individual of concern is an employee, the supervisor calls the employee of concern's supervisor.



THE EMPLOYEE OF CONCERN'S SUPERVISOR COLLECTS INFORMATION FROM HIS/HER EMPLOYEE.

The employee of concern's supervisor follows either Flow Chart #1: Employee is Ill or Flow Chart #2: Close Contact or Exposure to a COVID-19 Case.

General employee information

All employees are encouraged to review the following information:

1. Do not come to work with illness symptoms, especially cough, fever, sore throat, difficulty breathing, shortness of breath, diarrhea, sudden loss of smell or taste, or muscle aches not due to another cause.
2. If an employee becomes ill with symptoms (as noted above), he/she is to report it immediately to his/her supervisor.
3. If an employee is asked to quarantine due to an exposure outside of Pepperdine, he/she needs to report it immediately to his/her supervisor. If not already done, the supervisor will use Flow Chart #2: Close Contact or Exposure to a COVID-19 Case.
4. If an employee is asked to isolate due to illness symptoms, positive test, or on advice of their Primary Care Provider, he/she needs to report it immediately to his/her supervisor. If not already done, the supervisor will use Flow Chart #1: Employee is Ill.
5. Handouts on quarantine, isolation, social distancing, use of face coverings, washing hands, etc., will be distributed to employees.
6. Pepperdine Human Resources and student contact tracers will determine if a student or employee with confirmed, presumed, or highly likely COVID-19 infection had significant contact with other employees or students while contagious. These individuals will be notified of the exposure, and a contact tracer will contact them with further instructions.
7. The Pepperdine community will be informed of any confirmed COVID-19 case affecting the community. If a community member is **not** notified of close contact and **not** contacted by a contact tracer, he/she can assume he/she has not been identified as a close contact needing further actions.
8. Employee and student privacy is a priority. Information reported to supervisors and contact tracers will be kept confidential and only shared as needed with the appropriate individuals. Any notifications from the Student Health Center to close contacts and to the community at large of cases will not include the name of the affected individual or identifying details. Speculation about the identity of a case is discouraged. While it is understandable that an exposed employee will desire details about his/her exposure, it will often not be possible to give details in order to protect the privacy of the reported case.

STAY SAFE WAVES

PEPPERDINE | Student Health Center

310.506.4316

pepperdine.edu/healthcenter