



## Southern University System Coronavirus Notification Protocol

### BACKGROUND

The Southern University System is closely monitoring the COVID-19 pandemic. COVID-19 cases are being reported in Louisiana in record numbers. COVID-19 cases without direct links to travel have been reported [in the United States](#) and sustained transmission is occurring in some U.S. communities.

### Definitions Used in these Protocols

**Symptoms compatible with COVID-19**, for the purpose of these recommendations, include subjective or measured fever, cough, or difficulty breathing.

**Self-monitoring** means people should monitor themselves for fever by taking their temperatures twice a day, and remain alert for cough or difficulty breathing. If they feel feverish or develop measured fever, cough, or difficulty breathing during the self-monitoring period, they should self-isolate, limit contact with others, and seek advice by telephone from a healthcare provider or their local health department to determine whether medical evaluation is needed.

**Close contact** is defined as:

A.) being within approximately 6 feet (2 meters) of a COVID-19 case for a prolonged period of time; close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with a COVID-19 case

– or –

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

**Isolation** means the separation of a person or group of people known or reasonably believed to be *infected with a communicable disease and potentially infectious* from those who are not

infected to prevent spread of the communicable disease. Isolation for public health purposes may be voluntary or compelled by federal, state, or local public health order.

**Quarantine** in general means the separation of a person or group of people reasonably believed to have been *exposed to a communicable disease but not yet symptomatic*, from others who have not been so exposed, to prevent the possible spread of the communicable disease.

**Social distancing** means remaining out of congregate settings, avoiding mass gatherings, and maintaining distance (approximately 6 feet or 2 meters) from others when possible.

### **EXPOSURE RISK CATEGORIES**

**These categories are interim and subject to change.**

The CDC has established the following exposure risk categories to help guide public health management of people following potential COVID-19 exposure in jurisdictions that are not experiencing sustained community transmission. These categories may not cover all potential exposure scenarios. They should not replace an individual assessment of risk for the purpose of clinical decision making or individualized public health management.

All exposures apply to 14 days prior to assessment.

**Table 1. Risk Categories for Exposures associated with contact of a person who got a COVID-19 test, family member was tested or tested positive for COVID-19 and an employee who tested positive**

Risk Level	Exposures Identified through Contact Investigation
<b>High</b>	Living in the same household as, being an intimate partner of, or providing care in a non-healthcare setting (such as a home) for a person with symptomatic laboratory-confirmed COVID-19 infection <b><i>without using recommended precautions</i></b> for <a href="#">home care</a> and <a href="#">home isolation</a>
<b>Medium</b> (assumes no exposures in the high-risk category)	<ul style="list-style-type: none"><li>• Close contact with a person with symptomatic laboratory-confirmed COVID-19</li></ul>

	<ul style="list-style-type: none"> <li>• On an aircraft, being seated within 6 feet (two meters) of a traveler with symptomatic laboratory-confirmed COVID-19 infection; this distance correlates approximately with 2 seats in each direction</li> <li>• Living in the same household as, an intimate partner of, or caring for a person in a non-healthcare setting (such as a home or office) to a person with symptomatic laboratory-confirmed COVID-19 infection <i>while consistently using recommended precautions</i> for <a href="#">home care</a> and <a href="#">home isolation</a></li> </ul>
<p><b>Low</b> (assumes no exposures in the high-risk capacity category)</p>	<p>Being in the same indoor environment (e.g., a classroom, workplace or a hospital waiting room) as a person with symptomatic laboratory-confirmed COVID-19 for a prolonged period of time but not meeting the definition of close contact</p> <p>Being in the same indoor environment as a person being tested for COVID-19.</p>
<p><b>No identifiable risk</b></p>	<p>Interactions with a person with symptomatic laboratory-confirmed COVID-19 infection that do not meet any of the high-, medium- or low-risk conditions above, such as walking by the person or being briefly in the same room.</p>

**Table 2. Summary of CDC Recommendations for Management of Exposed Persons by Risk Level and Presence of Symptoms**

Risk Level	Management if Asymptomatic	Management if Symptomatic
<b>High risk</b>	<ul style="list-style-type: none"> <li>• Quarantine (voluntary or under public health orders) in a location to be determined by public health authorities.</li> <li>• No public activities.</li> <li>• Daily active monitoring, if possible based on local priorities</li> </ul>	<ul style="list-style-type: none"> <li>• Immediate isolation with consideration of public health orders</li> <li>• Public health assessment to determine the need for medical evaluation; if medical evaluation warranted, diagnostic testing should be guided by CDC’s <a href="#">PUI definition</a></li> <li>• If medical evaluation is needed, it should occur with pre-notification to the receiving HCF and EMS, if EMS transport indicated, and with all recommended <a href="#">infection control precautions</a> in place.</li> <li>• Controlled travel: Air travel only via air medical transport. Local travel is only allowed by medical transport (e.g., ambulance) or private vehicle while symptomatic person is wearing a face mask.</li> </ul>
<b>Medium risk</b>	<p><b>Close contacts in this category:</b></p> <ul style="list-style-type: none"> <li>• Recommendation to remain at home or in a comparable setting</li> </ul>	<ul style="list-style-type: none"> <li>• Self-isolation</li> <li>• Public health assessment to determine the need for medical evaluation; if medical evaluation</li> </ul>

	<ul style="list-style-type: none"> <li>• Practice social distancing</li> <li>• Active monitoring as determined by local priorities</li> <li>• Recommendation to postpone long-distance travel on commercial conveyances</li> </ul>	<p>warranted, diagnostic testing should be guided by CDC’s <a href="#">PUI definition</a></p> <ul style="list-style-type: none"> <li>• If medical evaluation is needed, it should ideally occur with pre-notification to the receiving HCF and EMS, if EMS transport indicated, and with all recommended <a href="#">infection control precautions</a> in place.</li> <li>• Controlled travel: Air travel only via air medical transport. Local travel is only allowed by medical transport (e.g., ambulance) or private vehicle while symptomatic person is wearing a face mask.</li> </ul>
<p><b>Low risk</b></p>	<ul style="list-style-type: none"> <li>• No restriction on movement</li> <li>• Self-observation</li> </ul>	<ul style="list-style-type: none"> <li>• Self-isolation, social distancing</li> <li>• Person should seek health advice to determine if medical evaluation is needed.</li> <li>• If sought, medical evaluation and care should be guided by clinical presentation; diagnostic testing for COVID-19 should be guided by CDC’s <a href="#">PUI definition</a>.</li> <li>• Travel on commercial conveyances should be postponed until no longer symptomatic.</li> </ul>

## **SOUTHERN UNIVERSITY SYSTEM REPORTING PROTOCOLS**

Based upon the above-mentioned risk and procedures for asymptomatic employees and symptomatic synoptic employees

**When the manager receives notice that an employee has been affected by the COVID-19, please contact Tracie J Woods, Esq. for SUNO, SUBR, SULC and SU Ag ([tracie\\_woods@sus.edu](mailto:tracie_woods@sus.edu) or 225-802-0838). Contact Wayne Bryant for SUSLA ([wbryant@susla.edu](mailto:wbryant@susla.edu)).**

- **IF AN EMPLOYEE REPORTS A FAMILY MEMBER WAS TESTED FOR COVID-19:**
  1. The supervisor notifies the System HR department and complete the notification form attached.
  2. After the System HR department receives the notification form and documentation, the System HR department will notify all employees that may have been in contact with the affected employee.
  3. The notification will be either email or in-person.
  4. The System HR department will notify SUNO and the SUBR landmass and Wayne Bryant will notify SUSLA.
  5. The affected employees will be advised they are in the low risk category and should self-monitor themselves. If the affected employee has underlying health, they will be encouraged to contact their doctor. These employees are at low risk.
  
- **IF AN EMPLOYEE REPORTS A FAMILY MEMBER TESTED POSITIVE FOR COVID-19:**
  1. The supervisor notifies the System HR department and complete the notification form attached.
  2. After the System HR department receives the notification form and documentation, the System HR department will notify all employees that may have been in contact with the affected employee.
  3. The notification will be either email or in-person.
  4. The System HR department will notify SUNO and the SUBR landmass and Wayne Bryant will notify SUSLA.

5. The affected employees will be advised to self-isolate themselves and monitor their symptoms regularly. If an employee develops symptoms, the employee should leave work immediately and notify their doctor. These employees are at medium risk.

- **IF AN EMPLOYEE REPORTS THEY ARE POSITIVE FOR COVID-19**

1. The supervisor notifies the System HR department and complete the notification form attached.

2. After the System HR department receives the notification form and documentation, the System HR department will notify all employees that may have been in contact with the affected employee.

3. The notification will be either email or in-person.

4. The System HR department will notify SUNO and the SUBR landmass and Wayne Bryant will notify SUSLA.

5. The effected employees will be advised to quarantine for 14 days and monitor their symptoms regularly. If an employee develops symptoms, they should leave work and notify their doctor. These employees are classified as medium risk.

**NOTE: ANY EMPLOYEE THAT TESTS POSITIVE OR DEVELOPS THE SYMPTOMS DESCRIBED ABOVE WILL NOT BE ALLOWED TO RETURN TO WORK UNTIL THE SYSTEM RECEIVES NOTIFICATION FROM A HEALTH CARE PROFESSIONAL THAT THE EMPLOYEE IS CLEARED TO RETURN TO WORK.**

The System HR department will track all cases and work with campuses to follow the above-mentioned protocols. As such, please send all documentation to by email, fax or text. The link for the notification for is below.

[SUS COVID-19 Daily Reporting for SUBR](#)

[SUS COVID-19 Daily Reporting for NON-SUBR](#)

[SUS COVID-19 Incident Report Form for SUBR](#)

[SUS COVID-19 Incident Report Form for NON-SUBR](#)

If you have any questions, please feel free to contact Tracie Woods, Associate Vice-President of Human Resources at [tracie\\_woods@sus.edu](mailto:tracie_woods@sus.edu) or 225-802-0838.