

### INTRODUCTION

With college student mobility and increasing community spread, it is inevitable that colleges and universities will have a student or staff member become positive for COVID-19. This document is meant to prepare schools for how to minimize spread of COVID-19 and what to do when a student or staff member tests positive.

### HOW TO MINIMIZE SPREAD OF COVID-19 IN COLLEGES AND UNIVERSITIES

The Indiana State Department of Health (ISDH) strongly recommends that schools establish a framework by which to implement non-pharmaceutical interventions. This includes masks, socially distancing students and staff members when feasible, cohorting students, handwashing, disinfection and staying home when ill. The goal of these measures is to significantly limit the number of students and staff members required to quarantine from exposure to a positive case.

- Students' desks/seats should be spaced out as far as possible with six feet between students/faculty. In lecture rooms, restrict use of seats closer than six feet apart from each other, perhaps using every other row. Students should all face forward.
- It is essential that students understand the importance of not hosting events such as fraternity parties, social gatherings, and tailgate parties where the students are not socially distanced, as this may lead to an outbreak on campus.
- Students and staff should be educated on COVID-19 symptoms and expected to monitor for symptoms daily.
- Encourage any student or staff member who develops symptoms to immediately isolate at home (dorm, home or temporary alternative housing), notify the COVID-19 on-campus resource of symptoms, and seek on-campus testing (where available).

### DEFINITIONS

**Close Contact:** According to the Centers for Disease Control and Prevention (CDC), a close contact is a person who spends greater than 15 minutes within six feet of a positive COVID-19 person from the 48 hours prior to the positive person's symptom onset until the date that person is isolated or, if asymptomatic, 48 hours prior to the positive test collection date until that person is isolated. While mask use decreases the risk of infection, at this time it does not change recommendations for quarantine. Close contacts need to quarantine at home for 14 days after the date of their last exposure.

**Contact Tracing:** Contact tracing is used by health departments to prevent the spread of infectious disease. In general, contact tracing involves identifying people who have an infectious disease and their contacts (people who have been exposed) and working with them to interrupt disease transmission.

To accomplish this, it is essential that the school have available students' schedules, congregate campus living arrangements (dorms, apartments, fraternities, sororities) and other potential contact settings.

**Isolation:** A positive student or staff member with symptoms must isolate at home for 10 days from symptom onset **AND** be fever-free for 24 hours without the use of fever-reducing medication **AND** have improvement in symptoms. A positive student/staff member without symptoms must isolate at home for 10 days after the date the positive specimen was collected. Colleges and universities should ensure

that students and staff members who test positive can safely isolate away from others and have access to food, transportation, medication, and other necessities during the isolation period. Local health departments are good resources for providing these wraparound services.

**Quarantine:** Close contacts who have been exposed should quarantine at home for 14 days after last date of exposure to the positive student/staff member. Colleges and universities should ensure that students and staff members who test positive can safely quarantine away from others and have access to food, transportation, medication, and other necessities during the quarantine period. Colleges and universities are responsible for those services for students living on campus. The university and/or local health department provide services to off-campus students. Local health departments support commuter students. Universities and local health department worked through these questions together based on the university's plan. Local health departments are good resources in general if the college or university needs assistance in providing these wraparound services.

**Indiana Centralized Contact Tracing Program (ICCTP):** The contact tracing program is supported by the Indiana State Department of Health. Contact tracers collect information on the positive cases and their close contacts. The close contacts are notified and quarantine and symptom monitoring are explained. Positive cases and close contacts get texted daily to follow up on symptoms.

### STEPS AFTER NOTIFICATION OF POSITIVE CASE

1. Notification of a positive case to college/university: This may come from the local health department, the Indiana Centralized Contact Tracing Program (ICCTP), or, the most likely scenario, from the positive student or staff/faculty.
  - a. Schools should have in place a person/phone number for a designated point of contact.
  - b. Symptomatic Case: The point of contact should collect information on the date of symptom onset. Contact tracing includes individuals exposed 48 hours prior to the onset of symptoms until the date the case was isolated.
  - c. Non-Symptomatic Case: The point of contact will need to know the date that the positive specimen was collected. Contact tracing includes individuals exposed 48 hours prior to collection of the positive specimen until the date the case was isolated.
2. If the college/university finds out about the positive case from a student/staff/faculty, the college/university notifies the local health department of the positive case. If the local health department learns of the positive case, the local health department will notify the college/university of the positive case.
3. The school identifies in which classrooms the student/faculty/staff member attended class. Contacts are identified as all students or staff who spent greater than 15 minutes within 6 feet of the positive student/staff in the 48 hours prior to the positive student/staff's symptom onset until the date of isolation, or, if the positive student/staff is asymptomatic, the 48 hours prior to collection of the positive specimen until the date of isolation.
4. Start identifying the potential close contacts of the case utilizing information such as the student's/staff's schedule, seating charts, and lab groups.
5. Establish a line list of those contacts' names, dates of birth, phone numbers, and email, if available.

6. Colleges and universities have three options for reporting contact information, depending on the availability of local health department resources.
  - a. Schools may report close contacts electronically via this web tool:  
<https://eportal.isdh.in.gov/UniversityCovidDataEntry/Default.aspx>
  - b. Report the contacts' information to the local health department so the local health department can import this information into the ICCTP.
  - c. If a local health department is unable to import the information or upon request of the local health department, the college/university may also call **1-833-670-0067** to give the information directly to the ICCTP. School officials must identify themselves as such and have pertinent information available on the positive case, such as first and last name and date of birth.
7. The school or local health department may notify close contacts that they have been exposed and give recommendations for quarantine.
  - a. If the close contact was added with a phone number to the ICCTP, the system will trigger the initial exposure survey via text message to the close contact.
  - b. Close contacts will get follow-up messaging and monitoring from the ICCTP for the duration of their quarantine period.
8. If any of the close contacts test positive, start the process over again as a case.

### **Positive Faculty/Staff Members:**

Faculty and staff should take all precautions to keep >6 feet from students during instruction. It is understandable that one-on-one instruction is necessary at times. Both the teacher and student should wear masks during these interactions, and contact should be kept under 15 minutes when possible. Faculty/staff members will need to track which students they worked with one-on-one in the event the faculty/staff member or student becomes positive.

## **INFECTION PREVENTION**

If a local health department or college/university has concerns about infection prevention practices, an increase in positive cases, or any other concerns, an ISDH infection preventionist is available to provide assistance by phone or an in-person visit if needed. Recommendations such as changes in cohorting, infection prevention measures and/or targeted testing may be made. Send requests for ISDH infection prevention assistance to [striketeamrequest@isdh.in.gov](mailto:striketeamrequest@isdh.in.gov).

### **Higher Education General Settings**

- **Lowest Risk:** Faculty and students engage in virtual-only learning options, activities, and events.
- **More Risk:** Small in-person classes, activities, and events. Individuals remain spaced at least 6 feet apart and do not share objects (e.g., hybrid virtual and in-person class structures or staggered/rotated scheduling to accommodate smaller class sizes).
- **Highest Risk:** Full-sized in-person classes, activities, and events. Students are not spaced apart, share classroom materials or supplies, and mix between classes and activities.

### Higher Education On-Campus Housing Settings

- Lowest Risk: Residence halls are closed, where feasible.
- More Risk: Residence halls are open at lower capacity and shared spaces are closed (e.g., kitchens, common areas).
- Highest Risk: Residence halls are open at full capacity including shared spaces (e.g., kitchens, common areas).

### RESPONSIBILITIES OF ISDH, LOCAL HEALTH DEPARTMENTS AND SCHOOLS:

Responsible for task 	Not Responsible/capable for task 		
Task	ISDH/Call Center Agents	Local Health Department (LHD)	Schools
<b>Initial Case Investigation</b>			
<ul style="list-style-type: none"> <li>• Demographics</li> <li>• Symptoms and Outcomes</li> <li>• Clinical Information</li> <li>• Pre-existing Conditions</li> <li>• Exposure History</li> <li>• Contact Tracing               <ul style="list-style-type: none"> <li>○ Work and Location Exposure</li> <li>○ Exposure to Individuals</li> <li>○ Add close contacts as identified</li> </ul> </li> </ul>			
<b>Identify close contacts within the school setting and contact the centralized contact tracing call center at 1-833-670-0067 to add to case</b>			
<b>Monitoring of close contacts if entered into centralized contact tracing system</b>			
<b>Monitoring of any close contacts not entered into centralized contact tracing system</b>			
<b>Obtain and Enter Information or contact the call center to enter data into Dynamics Record</b>			
<b>Work/School Excusal Letter</b> NOTE: Healthcare provider can also provide this letter			

### FREQUENTLY ASKED QUESTIONS

**If the college/university is aware of a student believed to have COVID-19 but the test results are not back or the student is not getting tested, should the college/university do contact tracing on that student and recommend those students quarantine?**

- At this time, it is not recommended that those close contacts quarantine without a positive test result for the possibly-infected person. However, exceptions may be made while working with the local health department if there are significant concerns.

**Do close contacts' roommates also need to quarantine?**

- No, unless the roommate is also a close contact, by definition, to the positive case.
- If the close contact becomes positive, then roommates would then be considered close contacts of their positive roommate and would need to quarantine. See the CDC's [guidance](#) for Shared and Communal Housing.

**What cleaning needs to be done when there is a positive case?**

- Routine [cleaning](#) should be a part of daily infection prevention procedures. Clean all hard and frequently-touched surfaces at least once a day.

**When we are calling close contacts, should we release the case's name?**

- The case's name should not be released to anyone unless absolutely necessary. For example, close contact students do not need to know the positive case's name. However, you may need to let a faculty/staff member know a student's name to assist in identifying close contacts in the classroom or other communal situation the student had during the contagious period.

### COVID-19 POSITIVE STUDENT SCENARIO:

Kathleen is a freshman. She lives with her roommate, Avery, in a dorm that has a communal bathroom. Her school has done an excellent job of promoting wearing masks, spacing desks in classrooms, assigning seats, and developing cleaning protocols. Additionally, Kathleen has been assigned to a lab with 12 other students, several of whom sit close to her in class. This lab group completes labs in addition to doing other activities together. Here is Kathleen's day:

Monday 8 a.m.:

- On-line class in her dorm room with her roommate, Avery

9:30 a.m.:

- Stops in dining hall to pick up breakfast
- Sat with a girl from psychology class

11 a.m.:

- Works out with best friend at the school gym without masks and they spotted each other during weight lifting
- Takes a shower

3 p.m.:

- In-person calculus class
- Assigned seating

8 p.m.:

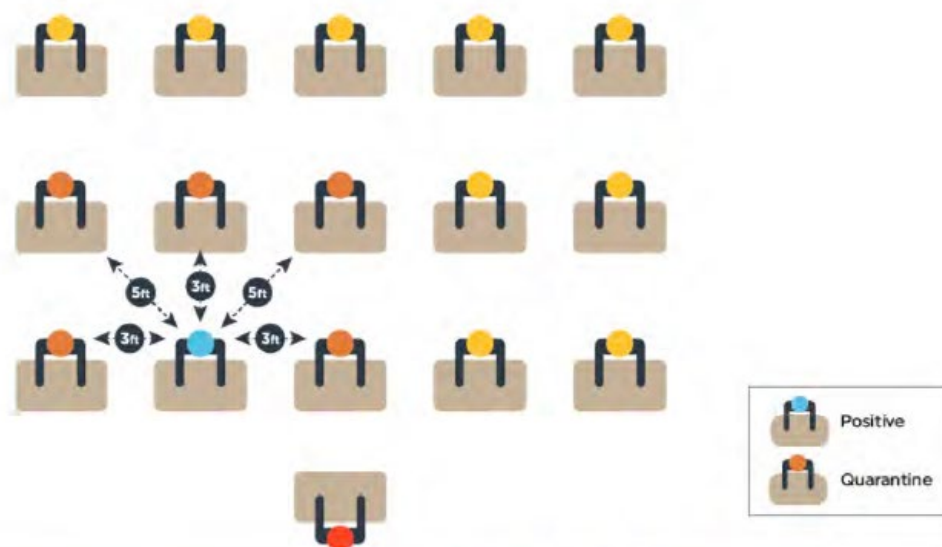
- Sorority Chapter meeting
- No assigned seats
- Sat with her “group” and were not socially distanced

Kathleen develops a fever, cough and loss of smell on Wednesday. She does not go to classes and stays in her room. She notifies the university health center and Kathleen starts virtual learning. The health center recommends that Kathleen get tested. The health center also tells Kathleen she needs to remain in her room and to report the results of her test. Her roommate Avery helps get food to Kathleen and is aware that she needs to keep her distance from Kathleen. On Friday, the test comes back as **positive**.

As instructed, Kathleen notifies the health center of her positive test. The health center immediately notifies the local health department of the positive case. The health center CAN [release](#) the student’s information to the local health department.

The university contact tracers look at Kathleen’s schedule and her assigned seating position from calculus class.

### COVID-19 Positive Student Scenario:



Kathleen identifies her roommate, gym buddy, psychology classmate, and the sorority sisters she sat next to at the meeting when the ISDH contact tracers call her. The university identifies the five people she sat close to in calculus class.

### **Whom to Quarantine:**

- Anyone who was within 6 feet of Kathleen for more than 15 minutes in the two days (48 hours) prior to Kathleen developing symptoms until she isolated in her room needs to be notified to quarantine for 14 days after the last date of exposure and start virtual learning.
  - In this case, it is all the students who sit around Kathleen during her calculus class, her gym buddy, psychology classmate, sorority cohort and her roommate Avery.
- In this case, all of Kathleen's teachers maintained more than 6 feet of distance from students, so they would not be quarantined. When discussing questions, the teacher and Kathleen wore masks.
- It is not recommended that Kathleen's roommate, Avery, quarantine in the same room/space where Kathleen is isolating. Even though Avery was exposed prior to Kathleen developing symptoms, additional time with Kathleen while she is symptomatic increases Avery's risk of being infected. They need to isolate and quarantine separately. Avery's quarantine time begins on her last date of exposure to Kathleen.

### **Recommendations for quarantine and testing:**

- Please review the ISDH recommendations for quarantine.
- Close contacts should also be recommended to get tested five days after date of exposure and carefully monitor for symptoms.
- If the test is negative, the close contacts still need to complete the quarantine, since symptoms can develop up to 14 days after exposure despite a negative test.
- If a close contact develops symptoms, notify the health center and get retested if already tested and negative.
- If one of Kathleen's close contacts in the calculus class tests positive, that makes two positive cases in the classroom and the recommendation is that the entire classroom quarantine for 14 days.
  - This may not be the case for large lecture halls and should be reviewed on a case-by-case basis.
  - The thought behind quarantining a class for two positives is that if there is spread within the class, it may be best to quarantine the class to prevent additional exposures.

### **Roommates:**

- The friends and sorority sisters who were around Kathleen's roommate, Avery, are NOT considered close contacts
- UNLESS Avery tests positive. In that case, Avery's close contacts would be quarantined if she was exposed to the other students and friends in the 48 hours prior to developing symptoms through date of isolation or in the 48 hours prior to a positive test until date of isolation if asymptomatic.

- If Avery develops symptoms five days into her quarantine and has successfully stayed away from other people, then her friends and classmates do not need to quarantine because they were not around her in the 48 hours prior to her developing symptoms.

After school officials identify Kathleen's close contacts, they would either give the contacts' names to the local health department, which will input the contacts' names into the ICCTP, or call the contact tracing call center at 1-833-670-0067 to provide the additional close contacts. Contact tracers would then notify these contacts with instructions for quarantine and daily monitoring for the duration of quarantine.