

Oregon State University

Communicable Disease Management Plan

COVID-19
December 2020

In compliance with [Executive Order 20-28](#) and [guidance](#) from the Oregon Health Authority (OHA)/Higher Education Coordinating Commission (HECC), all colleges and universities shall have a written communicable disease management plan.

For clarity and ease of reference, this plan refers to “COVID-19” when describing exposures or potential exposures to SARS-CoV-2, the virus that causes Coronavirus Disease 2019, as well as the disease itself.

The plan must include:

1. Coordinating structure with Local Public Health Authority (LPHA);
2. Protocols to notify the LPHA of any confirmed COVID-19 cases among students, learners (clientele), faculty, staff, or volunteers;
3. Process and record-keeping to assist the LPHA as needed with contact tracing;
4. Protocols to restrict access, isolate or quarantine any ill or exposed persons;
5. Plans for systematic disinfection of classrooms, offices, bathrooms and activity areas;
6. Protocols for possible closure or cessation of in-person activities.

Note: Original Communicable Disease Management Plan was established July 2020. A subsequent update was made December 2020 to document alignment with November 2020 OSHA Temporary [Rule](#) Addressing COVID-19 Workplace Risks, including the employee notification process. In addition to employer responsibility to notify in the event an employee has been exposed to someone who has tested positive for COVID-19, or affected by someone confirmed with COVID-19 (working in the same facility or portion of a facility), the OSHA requirements include that employees must notify the employer if they themselves have tested positive for COVID-19.

Section 1: Coordinating Structure with Local Public Health Authorities (LPHAs)

OSU operates in close alignment with local public health authorities in all 36 Oregon counties in support of OSU’s statewide mission. OSU has designated [Points of Contact](#) (POC) for each of the counties in which OSU has major operations (Benton, Deschutes and Lincoln counties), as well as the remaining Oregon regions in which OSU Extension Offices serve. The OSU POC’s will establish connection points with their respective LPHA offices and establish regular and ongoing channels of communication, including notification protocols and methods to securely share information.

For instance, in Benton County, the OSU POC meets weekly with the county’s Public Health Communicable Disease team and facilitates collaboration amongst senior administration from OSU, Benton County Public Health, and the chairs of the joint Emergency Operation Center. This collaboration allows for addressing and navigating any barriers or actions needed related to OSU’s resumption plan and the County’s reopening directives from OHA. The OSU POC and designated Benton County Public Health staff have also established communication channels to address any immediate needs as they arise.

Section 2: Protocol to Notify, Activate, Serve and Inform

Information on a COVID-19 case impacting the University community may come in from a variety of sources, both internal and external. The OSU Communicable Disease Management Plan directs OSU Points of Contacts to ensure communication with Local Public Health Authorities has occurred, who will in turn initiate coordinated county and university responses. To assist with this communication and for record keeping purposes, OSU has developed a Positive Case Notification [form](#) to be completed by, or on behalf of, someone who has tested positive for COVID-19 or has a presumptive case of COVID-19 and has been in contact with other OSU employees or students during the previous fourteen days. The OSU Coronavirus Coordinator and VP of University Relations and Marketing will direct further actions in support of the university community and inform community stakeholders.

Notify, Activate, and Care Process:

OSU community must implement the following communication protocols to notify, verify and activate university response.

- Any non-employee university community member who is made aware that they have been exposed to COVID-19, they have symptoms of COVID-19, they have been diagnosed with COVID-19, or if they have had a positive COVID-19 test result and has had university-related contact with other university community member in the previous 14 days, should contact the relevant Point of Contact (POC) listed below and provide any relevant information needed by the POC.
- Employees who have physically been onsite at an OSU location or had work-related contact with OSU employees in the previous 14 days must notify their supervisor if they believe they have been exposed to COVID-19, if they have symptoms of COVID-19, if they have been diagnosed with COVID-19, or if they have had a positive COVID-19 test result. If a supervisor learns of a positive COVID-19 test or a diagnosis of COVID-19, they must instruct the employee to complete the Positive Case Notification [form](#) and provide them with contact information for the Protected Leave Team (fmla@oregonstate.edu).
- Employees who may have been exposed to COVID-19 via work-related contact must be notified within 24 hours of OSU learning of the potential exposure, without naming the infected person. The criteria for determining potential exposure is a reasonable assessment of employees within six feet of each other for a cumulative of 15 minutes or more, regardless of whether one or both were wearing face coverings.
- Notification, in most cases, will be done by the supervisor for the associated unit. If not the supervisor, communication will be managed by the coronavirus response coordinator and the vice president for university relations and marketing.
- In addition to notifying potentially exposed employees, OSU must also notify affected employees (a reasonable assessment of those who worked in the same facility or in the same well-defined portion of the facility such as a particular floor as an individual who was present in the facility has confirmed COVID-19) within 24 hours of OSU learning that an individual present in the facility has confirmed COVID-19. The template for this message is as follows:

We have been notified an individual who recently was present in [LIST LOCATION WITH SPECIFICITY IF POSSIBLE] has been diagnosed with COVID-19. Their last known date in the space(s) described above was [DATE] during the hours of [LIST HOURS]. Those individuals who appear to have had close contact with the individual are being notified, but in an abundance of caution, we also want to alert everyone who may have been in these spaces to the possibility of exposure.

If you experience symptoms of COVID-19 illness, please inform your supervisor and contact your health care provider. In addition to contacting your healthcare provider and registering for TRACE-OSU, you may access testing through [Project Baseline](#), a community-based testing initiative that offers anyone age 18+ a free COVID-19 test at drugstores in Oregon, Washington, California and other select states.

For more information on COVID-19, including symptoms of which you may want to be aware, please visit the [Oregon Health Authority COVID-19 website](#) or the [US Centers for Disease Control & Prevention COVID-19 website](#).

*If you have any questions or concerns, please contact **[CONTACT PERSON]**.*

Key Information POC's will gather to assist local county health authority and OSU respond:

- Names and contact information of individuals who have tested positive for COVID-19 (LPHA may or may not yet have been notified). Note that this can be provided on the Positive Case Notification [form](#) but given 24-hour notification requirement to notify those who may have been exposed or affected, verbal relay of the information and subsequent documentation is also permissible.
- OSU may take preemptive steps in notifying those who are potential close contacts in the work environment to quarantine while awaiting the formal case investigation and contact tracing from the LPHA.
- Contact information of those who may have been exposed or affected by a person who has tested positive (e.g., students, co-workers or visitors to work or classroom space). Note that this can be provided on the Positive Case Notification [form](#) but given 24-hour notification requirement to notify those who may have been exposed or affected, verbal relay of the information and subsequent documentation is also permissible. A potentially exposed person is someone who was within six feet of the infected person for a cumulative of 15 minutes or more. An affected person is someone who works in the same facility or portion of a facility
- Specific location and configuration (classroom, private office, cubicle, or open office) and proximity to others within the space where the infected individual was present.
- Classroom setup and proximity to faculty, students, and others.
- What other campus buildings the employee/student visited, and whether they might have come into contact with others in those spaces.
- Sanitation efforts for affected facilities. Supervisor for space to ensure Facilities has been notified so they can initiate cleaning protocols.
- Living circumstances of a student who has tested positive (i.e. on-campus or off-campus housing) and contact information for any roommates.
- Confirmation that employees/students who are symptomatic have been instructed to isolate (even if awaiting a COVID-19 test result) for 10 days, plus an additional 24 hours after symptoms have resolved, and anyone who is determined to be a close contact of a confirmed case of COVID-19 has been instructed to quarantine for 14 days.
- Confirmation of adequate space and support available for isolation and quarantine.
- Any additional actions OSU to consider, e.g., notification of people within a specific department, facility or space, or additional cleaning measures needed.

Points of Contact (POC's)

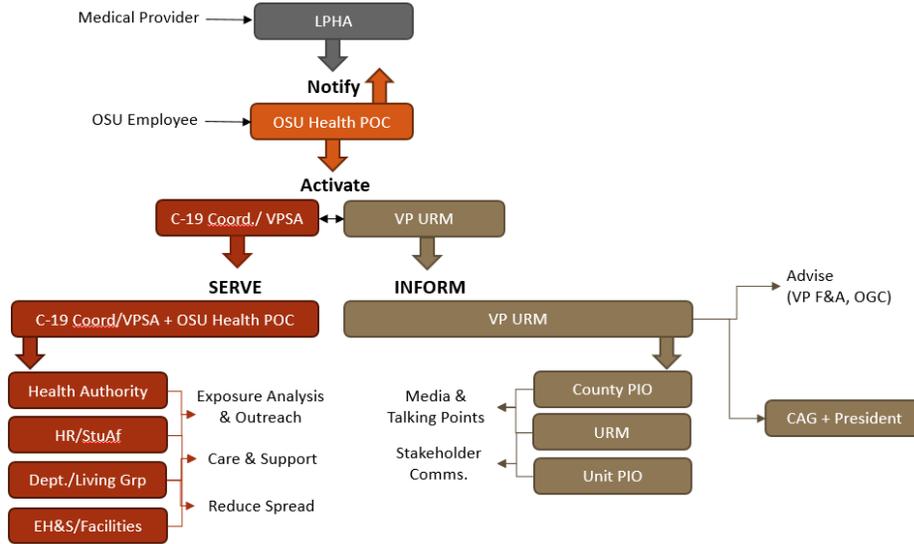
OSU-Corvallis campus POC – Student cases:	Jenny Haubenreiser	jenny.haubenreiser@oregonstate.edu
OSU-Corvallis campus POC – Nonstudent cases	Jen Humphreys	jen.humphreys@oregonstate.edu
OSU-Cascades campus POC:	Kelly Sparks	kelly.sparks@oregonstate.edu
HMSC POC:	Bob Cowen	robert.cowen@oregonstate.edu
OSU Portland Center POC:	Sara Knott	sara.knott@oregonstate.edu
OSU-Extension POC (Coastal Region):	Wiley Thompson	wiley.thompson@oregonstate.edu
OSU-Extension POC (Central Region):	Nicole Strong	nicole.strong@oregonstate.edu
OSU-Extension POC (Eastern Region):	Natalie Kinion	natalie.kinion@oregonstate.edu
OSU-Extension POC (North Willamette Region):	Angela Sandino	angela.sandino@oregonstate.edu
OSU-Extension POC (Southern Region):	Jamie Davis	jamie.davis@oregonstate.edu
OSU-Extension POC (Western Region):	Richard Riggs	richard.riggs@oregonstate.edu
OSU- Experiment Station POC	Carrie Burkholder	carrie.burkholder@oregonstate.edu

Scenario 1:

1. OSU employee is notified of potential COVID-19 case, [cluster](#), or exposure associated with OSU location/operation.
2. OSU employee notifies appropriate OSU POC per given location and instructs person who has tested positive for COVID-19 to complete the Positive Case Notification [form](#)
3. OSU POC contacts person who has tested positive or supervisor for COVID-19 to confirm:
 - a. They have contact information for Protected Leave Team.
 - b. They have been asked to complete the Positive Case Notification [form](#).
 - c. Make sure they have isolation plan in place.
4. POC will confirm that supervisor has notified maintenance to initiate enhanced cleaning of space.
5. If unknown whether LPHA is aware of case, OSU POC contacts LPHA to inform and determine mitigation steps.
6. When circumstances involve a potential cluster of cases or multiple cases out of one location, OSU POC notifies OSU Coronavirus Response Coordinator (Dan Larson) and VP-URM (Steve Clark) who will direct further actions within the university community.

Scenario 2:

1. LPHA notified by medical provider of potential COVID-19 case.
2. LPHA determines association with OSU location/operation.
3. LPHA notifies appropriate OSU POC per given location.
4. OSU POC contacts person who has tested positive for COVID-19 to confirm:
 - a. They have contact information for Protected Leave Team.
 - b. They have been asked to complete the Positive Case Notification [form](#).
 - c. Make sure they have isolation plan in place.
5. When circumstances involve a potential cluster of cases or multiple cases out of one location, OSU POC notifies OSU Coronavirus Response Coordinator (Dan Larson) and VP-URM (Steve Clark) who will direct further actions within the university community.



Section 3: Record Keeping and Support of Contact Tracing

In consultation with the LPHA, the OSU POC (or designee), will work with unit leaders and supervisors to notify departments, units, or programs most directly affected by possible exposure (e.g., UHDS, departmental workplaces, youth program) to assist LPHA with contact tracing and associated record keeping.

Section 4: Protocol for Quarantine and Isolation

General Protocol for Quarantine and Isolation

Testing, tracing, isolation and quarantine are central measures in containing the spread of COVID-19. Individuals who are confirmed to be infected with COVID-19 will need to isolate until it is safe for them to resume normal activities. Those who are identified as close contacts of confirmed cases will be asked to quarantine. The POC, or designee, will educate infected or exposed individuals on appropriate isolation and quarantine protocols as directed by OSU, OHA and the LPHA.

Protocol:

- Isolation is used to separate people infected with the virus from people who are not infected. This includes persons who are experiencing COVID-19 [symptoms](#) and those who have tested positive for COVID-19, whether showing symptoms or not:
 - Persons with suspected COVID-19 should seek medical care and testing from their regular health care provider (or student health services, if available) and follow instructions from the LPHA.
 - Persons who are suspected, or known to be infected with COVID-19, should immediately return to their place of residence, or designated isolation area, until they can safely resume their normal activities per their health care provider and/or LPHA.

- Students whose place of residence is a campus residence hall will be isolated within a designated isolation area, to include support from housing staff and student health services for symptom monitoring as needed.
 - Persons with suspected or confirmed COVID-19 who have symptoms of COVID-19 should remain in isolation at their place of residence for at least 10 days after the first onset of illness, **and** 24 hours have passed since the fever has resolved (without use of fever reducing medicine) and other symptoms have improved.
 - Persons who test positive for COVID-19 but have no symptoms should isolate until at least 10 days have passed since the date of their first positive COVID-19 diagnostic test.
- Quarantine is used to keep someone who may have been exposed to COVID-19 away from others for a full incubation period of 14 days:
 - Any person who believes they have been exposed, or who has been identified as close contact of a confirmed case of COVID-19 (e.g., a roommate or household member), should quarantine within their place of residence for 14 days from the time of first exposure. During this time, people should limit contact with others as much as possible, maintain 6 feet of distance from others, wear a face covering when around other people, use a private bathroom if possible, monitor symptoms daily, and follow instructions from their health care provider and the LPHA.
 - If a person becomes symptomatic during this time they should contact their health care provider for testing and follow LPHA instructions for isolation.
 - Individuals should continue quarantine for the full 14-day incubation period even if they test negative for COVID-19.

Preventative Measures and **Protocol for Quarantine and Isolation** in Residence Halls:

Rooms with semiprivate or private restrooms will be left vacant, to be used for isolation/quarantine. OSU will follow our Infectious Disease Response Protocol for shifting a student that tests positive to these locations. Appropriate university staff members will coordinate to relocate the impacted student to one of these spaces. Students will take enough items with them for up to 14 days and use OSU’s Food Delivery system for meals during their stay in the isolation space. Roommates will be treated as family units for cohort isolation and quarantine protocols. Common spaces will be configured to maximize physical distancing.

Enhanced cleaning of touchpoints takes place in all housing and dining facilities, including dining centers. These areas in the residence halls include:

- doorknobs and handles
- faucet handles
- elevator buttons
- soap dispenser levers
- paper towel dispenser controls
- light switches

Non-University Operated Housing

Non-OSU managed congregate living environments are encouraged to follow university operated housing quarantine and isolation protocols.

Section 5: Cleaning

In consultation with the LPHA, the OSU POC, or designee, will contact appropriate Facilities Point of Contact (Extension to contact appropriate building manager) to deploy established protocols for systematic disinfection of classrooms, offices, bathrooms, residential space, dining facilities and activity areas. Custodial cleaning protocols will maintain alignment with Centers for Disease Control and Prevention (CDC) guidance for [facilities](#) and [public spaces](#). These guidelines address application based on surface, frequency, appropriate cleaning products, and cooling off periods post identified infection.

Facilities Point of Contact:

OSU-Corvallis campus Facilities POC:	Ben Wessel Maureen Clarke	ben.wessel@oregonstate.edu maureen.clarke@oregonstate.edu
OSU-Cascades campus Facilities POC:	Steve Pitman	stephen.pitman@osucascades.edu
OSU Portland Center Facilities POC:	Sara Knott	sara.knott@oregonstate.edu
HMSC Facilities POC:	Bob Cowen	robert.cowen@oregonstate.edu
Extension county office Facilities POC:	Building managers	
Experiment Station Facilities POC:	Building managers	