

Process Overview for Classroom/Lab Notification of Positive COVID-19 Case

In the event that an individual attending an in-person class or lab is diagnosed with COVID-19, faculty and students should be aware of these steps. The scope of this process identifies the organizations involved and actions taken to respond, coordinate and communicate accordingly. It is important to note that there may be several reasons why an individual may be absent from the classroom. Faculty and students should not speculate or form conjecture in this regard and are expected to respect the privacy of individuals.

1 Initial Notification & Tracing

If a student tests positive or is deemed probable for COVID-19, UHS receives the result/case (if UHS performed the testing) and initiates contact and space tracing.

Once the contact and space tracing interview with the student is completed, CHWB is contacted with results.

CHWB notifies: CL, FMCS and CCT.

The contact tracing interview is where a student diagnosed with COVID-19 will be required to provide as much information as possible about close contacts (within 6 ft. for more than 15 minutes) in the days preceding their diagnosis. Space tracing is where the student provides information about where they have been on campus for longer than 15 minutes.

Students and faculty members sharing a classroom are not considered to be “close contacts” for contact tracing purposes due to the university’s mitigation strategy for preventing spread in classrooms, which includes requiring the instructor and students to maintain physical distancing and wear facial coverings, as well as upgraded ventilation systems, enhanced cleaning protocols and reconfigured classroom furniture.

2 Cleaning & Communication

FMCS, with information from CHWB, will assess the need for closure and disinfection of space(s).

FMCS will notify:

Department with ownership of space(s) if closure coordination is required

EHS if spaces are laboratory

For Classrooms:

CCT will send an email notification to the instructor of record and students on the class roster to notify of positive case and to contact CHWB with any questions. Faculty are asked to forward to additional faculty or TAs if applicable.

For Labs:

EHS notifies principal investigator (PI) of positive case in lab and ask that they inform their lab members and to contact CHWB with any questions.

EHS coordinates with PI to close lab space (if applicable) and reassess cleaning protocols.

3 Accommodation & Support

Clinical care coordination, emotional and academic support are offered to students diagnosed with COVID-19.

The CL will advise the student that their advisor, supervisor, faculty and fellow students listed on the class roster have been informed concerning the positive case, but no identifying information will be shared.

The CL will encourage the student to contact faculty, etc. if desired and would assist student in doing so if requested.

For additional information please visit

<https://www.cmu.edu/coronavirus/health-and-wellness/index.html>

DEFINITIONS

CCT	COVID Coordination Team
CHWB	Community Health and Well-Being
UHS	University Health Services
CL	College Liaison
EHS	Environmental Health and Safety
FMCS	Facilities Management and Campus Services