



Management (VPA, Dir. FM, Police Chief, DO Manager):

1. The purpose of this form is to provide direction and documentation regarding the response actions to take to help mitigate potential risk of COVID-19 transmission upon learning of an exposure or known or suspected COVID-19 case potentially impacting facilities, employees, or other stakeholders. Use this form when the case involves employees (who are exposed, known or suspected symptoms, exposed by other employee, vendor, subcontractor, etc). For students who expose other students and employees while on-campus classes or who are exposed at clinical sites use the student form.
2. Email the COVID Response Team at covid@losrios.edu upon notification.
3. Upon receiving notification of an employee exposure or known or suspected COVID case-- Use the form below to notify COVID Response Team.

Incident Information			
Campus/Bld/Rm:			
Reporting Supervisor/Ph. Number:		Report Date:	
Subject Person (add employee Id):			Employee? <input type="checkbox"/> Visitor? <input type="checkbox"/> Contractor? <input type="checkbox"/>
Phone & Email:			
Is the person reporting an exposure?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If "yes", list date of exposure:	
Is the person reporting symptoms or a positive test?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, list symptom onset date or date test collected (whichever is earlier):	
Date the person was last on-site (in subject area): (If >14 days ago, no further action is required on site – email this form to COVID Response Team).			

Go to the Section Below that applies:

Incident Assessment: Exposed Person		Done
	<p>Exposure Definition: An exposure is generally considered to occur when someone is within six feet of a known or suspected case for ≥ 15 minutes within 24 hours*, starting 48 hours prior to when the case first had symptoms or took a positive test (whichever is earlier) without the benefit of proper personal protective equipment. Exposure may also occur within a shorter duration depending on the nature of interaction (e.g., being coughed/sneezed upon, physical contact, long periods in a small space). Cloth face coverings (a.k.a., “masks”) are not considered to prevent exposure within six feet, however respirators (e.g., N95) may be. CDC guidance on evaluating exposure can be found at: https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html and https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/appendix.html#contact</p>	
1.	<p>Review the information provided by Supervisor and “Company Nurse Report” if available. Confirm that the subject person has been properly addressed.</p> <p>a. <i>If the subject person is working on district property and reporting an exposure, have them call company nurse (1-888-375-9780).</i></p> <p>b. <i>If the subject person has not been or will not be working on district property, then they can contact their primary doctor for concerns.</i></p> <p>c. <i>If the subject person is a known or suspected case go to items 7 or 17.</i></p>	<input type="checkbox"/>
2.	No action is required for cleaning area or building closure unless symptoms develop then refer to sections below “Known or Suspected case”.	<input type="checkbox"/>
3.	Direct Campus OPS (or Designee) to inspect the work area/operation to ensure that proper COVID safe practices are being followed using the “COVID-19 Safety Inspection Form” can be found on DO COVID website (employees.losrios.edu/covid).	<input type="checkbox"/>
4.	Evaluate the level of concern among employees regarding the incident and consider further communications as appropriate (e.g., update letters, emails, phone call). Contact Gabe Ross (via email or phone 916-568-3004) for assistance with language.	<input type="checkbox"/>
5.	Campus Health Services to follow-up with employees sent home due to <u>potential exposure</u> to see if they develop symptoms or a positive test. Health Services to provide an update to the VPA so they can complete Attachment B. If an exposed employee (listed in attachment B) develops symptoms or a positive test then VPA would start a new case response form and email to the COVID team. If not, they can return 14 days after their last exposure.	<input type="checkbox"/>
6.	Update general notes in Attachment A as new information comes in, attach additional documents, and retain this form and attachments for recordkeeping purposes.	<input type="checkbox"/>

*Exposure of 15 minutes or greater within a 24 hour period to include accumulation of time throughout the 24 hours (for example three 5 minute encounters). Reference second link under the Exposure box above for more details at the CDC website.

Incident Assessment: Known/Suspected Case (more than 7 days since subject person has been in the area)

	<p>Known or suspected case Definition: For purposes of this plan, a known or suspected case is someone who has COVID-19 symptoms or who has tested positive for COVID-19, unless otherwise determined by a medical professional. A negative test does not necessarily mean that a person does not have COVID-19. Further information on case identification can be found at: https://wwwn.cdc.gov/nndss/conditions/coronavirus-disease-2019-covid-19/case-definition/2020/</p>	
7.	Review the incident information provided by the Supervisor. Contact Supervisor or employee if more details are needed.	<input type="checkbox"/>
8.	Confirm that the employee is at home.	<input type="checkbox"/>
9.	Take further actions as needed regarding potentially exposed people. This may involve sending more employees home or telling some they can come back, as well as communicating exposure to non-employees as appropriate (e.g., direct notification, contacting employers, postings). Document using attachment B.	<input type="checkbox"/>
10.	Campus Health Services will follow up with potentially exposed employees and email the VPA with an update.	<input type="checkbox"/>
11.	Review item number 19 to determine cleaning and building protocol. Complete attachment C as appropriate.	<input type="checkbox"/>
12.	Direct Campus OPS (or Designee) to inspect the work area/operation to ensure that proper Covid safe practices are being followed using the "COVID-19 Safety Inspection Form" can be found on DO COVID website (employees.losrios.edu/covid).	<input type="checkbox"/>
13.	Evaluate the level of concern among employees regarding the incident and consider further communications as appropriate (e.g., update letters, emails, phone call). Contact Gabe Ross (via email or phone 916-568-3004) for assistance with language.	<input type="checkbox"/>
14.	<p>Campus Health Services to assist with return to work based on CDC guidance. Document their return using the form in Attachment B. In general, Los Rios Policy is return 14 days since symptom on set.</p> <p>CDC guidance https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html.</p>	<input type="checkbox"/>
15.	Campus Health Services to follow-up with employees sent home due to <u>potential exposure</u> to see if they develop symptoms or a positive test. Health Services to provide an update to the VPA so they can complete Attachment B. If an exposed employee (listed in Attachment B) develops symptoms or a positive test then VPA would start a new case response form. If not, they can return 14 days after their last exposure.	<input type="checkbox"/>
16.	Update general notes in Attachment A as new information comes in such as testing results. Attach additional documents, and retain this form and attachments for recordkeeping purposes.	<input type="checkbox"/>

Incident Assessment: Known/Suspected Case (1-7 days since subject person has been in the area)		
17.	Review the incident information provided by the Supervisor. Contact Supervisor or employee if more details are needed.	<input type="checkbox"/>
18.	Confirm that the employee is at home.	<input type="checkbox"/>
19.	<p>Address potentially exposed people by subject person.</p> <p>a. If the subject person is a known or suspected case, send home people with potential exposure to the subject person. Tell them to follow guidance from the CDC on what to do (https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine-isolation.html).</p> <p>Address areas <u>with</u> prolonged exposure (may need to close area).</p> <p>a. If the subject person has not been in the area for >7 days, then no action is needed.</p> <p>b. If the subject person is a known or suspected case and they have been in the area within the last 7 days, then shut-down areas where they spent a prolonged period (e.g., ≥15 minutes) or had substantial interactions with the area. The time period in question begins starting from two days before the case first showed symptoms, or two days from date a positive test was collected, whichever is earlier. If it has been less than 24 hours since they were in an indoor area, then the area cannot be used for 24 hours. While maintaining building security, open exterior doors/windows as long as possible. After 24 hours go in and clean the area. Inventory the closed areas using the cleaning/disinfection log in Attachment C. Form also on DO COVID website (employees.losrios.edu/covid).</p> <p>Address areas <u>without</u> prolonged exposure (cleaning).</p> <p>a. If the subject person has not been in the area for >7 days, then no action is needed.</p> <p>b. If the subject person is a known or suspected case and they have been in the area within the last 7 days, ensure frequently contacted surfaces throughout remaining open areas are cleaned/disinfected as soon as possible, along with any additional surfaces the subject person is believed to have touched outside of closed areas. Inventory the surfaces cleaned using the cleaning/disinfection log in Attachment C. Form also on DO COVID website (employees.losrios.edu/covid).</p>	<input type="checkbox"/>
20.	Take further actions as needed regarding potentially exposed people . This may involve sending more employees home or telling some they can come back, as well as communicating exposure to non-employees as appropriate (e.g., direct notification, contacting employers, postings). Document actions using Attachment B.	<input type="checkbox"/>
21.	<p>Direct OPS or Designee to review number 19 and develop a cleaning/disinfection scope for impacted/closed areas using Attachment C and arrange for the cleaning/disinfection by appropriate resources.</p> <p>Direct Campus OPS (or Designee) to inspect the work area/operation to ensure that proper safe practices are being followed using the "COVID-19 Safety Plan Inspection Form" that can be found on the DO COVID website (employees.losrios.edu/covid).</p>	<input type="checkbox"/>

22.	Evaluate the level of concern among employees regarding the incident and consider further communications as appropriate (e.g., update letters, emails, phone call). Contact Gabe Ross (via email or phone 916-568-3004) for assistance with language.	<input type="checkbox"/>
23.	Campus Health Services to assist with return to work based on CDC guidance. Document their return using the form in Attachment B. In general, Los Rios Policy has been 14 days since symptom on set. CDC guidance (https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html).	<input type="checkbox"/>
24.	Campus Health Services to follow-up with employees sent home due to potential exposure to see if they develop symptoms or a positive test. Health Services to provide an update to the VPA so they can complete Attachment B. If an exposed employee (listed in attachment B) develops symptoms or a positive test then VPA would start a new case response form. If not, they can return 14 days after their last exposure.	<input type="checkbox"/>

Completed by:

Name

Date

Update:

Name

Date

Name

Date

Attachment A: Case Response--General Notes

Campus/Bld:		Report Date:	
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Date	Notes/Event	Report #:
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Attachment B: Case Response--Persons Potentially Exposed

Campus/Area:		Report Date:		
WID#	Last Date of Exposure	Person (last/first). <i>List role/entity if not an employee.</i>	EE?	Date Cleared for Return
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Attachment C: Case Response—Cleaning/Disinfection Log

Campus/Bld. Rm:		Report Date:	
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Done	WID#	Area/Surface	Infection Risk ¹	Cleaning/Disinfection Protocol (method/product/party)
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Notes for Infection Risk:
 May take about 24 hours before aerosolizes settles on surfaces.
 Low Risk: in space < less than 15 minutes and wearing mask. – target frequently touched surfaces.
 Med Risk: in space > than 15 minutes, wearing a mask – target frequently touched surfaces.
 High Risk: in space > than 15 minutes, NOT wearing a mask – target all surfaces.
 Based on an article from the New England Journal of Medicine discussing the survivability on surfaces--virus is not viable on any surfaces after 7 days.