



**Los Rios CCD COVID-19 Safety Plan:
Case Response Form
Students On-Campus**

Faculty, Coordinator, or Dean:

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 students, employees, facilities, or other stakeholders. Use this form when the subject person is a STUDENT (who are exposed, known or suspected symptoms). If student exposes employees, send this completed form to the campus VPA.
2. Email the completed form to campus VPA, VPI and COVID@losrios.edu same day with the understanding that as this process progresses the forms may be updated and resent.
3. Upon receiving notification of a student exposure or known or suspected COVID case—while student is attending on-campus classes complete the this form.

Incident Information			
Campus/Bld/Rm:			
Reporting Person/Ph. Number:		Report Date:	
Student Name and Id:			
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-campus (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 a 24 hour period (this can be cumulative e.g. three 5 minute encounters throughout the 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>Confirm that the student has been properly addressed.</p> <ul style="list-style-type: none"> a. <i>If the student is attending class on district property and reporting an exposure, have them report to their exposure to the faculty or staff member.</i> b. <i>If the student has not been on district property for the last 14 days, then they can contact their primary doctor for questions, treatment, or concerns.</i> c. <i>If the student is a known or suspected case go to items 7.</i> 	
2.	No action is required for cleaning area or building closure unless symptoms develop then refer to sections below “Known or Suspected case”.	
3.	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).	
4.	Evaluate the level of concern among students and 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.	
5.	Campus Health Services to follow-up with students and 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, VPA, Faculty, or Coordinator so Faculty/Coordinator can update Attachment B. If student develops symptoms or a positive test then update info on page one and jump to number 7 below. If no symptoms develop, student can return to campus 14 days after their last exposure.	
6.	Update general notes in Attachment A as appropriate, attach additional documents, and retain this form and attachments for recordkeeping purposes.	<input type="checkbox"/>

Incident Assessment: Known/Suspected Case (1-14 days since subject person has been on campus)

7.	<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/casedefinition/2020/ Confirm that the student is at home and provide instructions to not go campus or to clinical assignments.</p>	
8.	<p>Advise student that they cannot return to campus for 14 days from their positive test or start of symptoms.</p>	
9.	<p>Advise student working at clinical sites who are known or suspected case should follow clinical sites protocol. If the student is not aware of protocol, then contact their site supervisor or the campus program coordinator.</p>	
10.	<p>Student who may have been exposed to COVID through their clinical sites, should call Company Nurse and follow workers' compensation protocol. Company Nurse 1-888-375-9780.</p>	
11.	<p>Address potentially exposed people by student.</p> <p>a. If the student is a known or suspected case, send home students and employees with potential exposure to the student. 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 ≥15 minutes (may need to close area).</p> <p>a. If the student has not been in the area for >7 days, then no action is needed regarding closing the area.</p> <p>b. If the student 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). If operations is doing the cleaning, they can provide the information to complete attachment C.</p> <p>Address areas <u>without</u> prolonged (< 15 minutes) exposure (cleaning).</p> <p>a. If the subject person has not been in the area for >7 days, then no action is needed regarding cleaning.</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</p>	

	<p>surfaces the subject person is believed to have touched outside of closed areas.</p> <p>Inventory the surfaces cleaned using the cleaning/disinfection log in Attachment C. Form also on DO COVID website (employees.losrios.edu/covid).</p>	
12.	<p>Work with Campus Health Services and VPI regarding potentially exposed students. This may involve sending students home and determine when they can return as well as communicating exposure to non-employees as appropriate. Document actions using Attachment B.</p>	<input type="checkbox"/>
13.	<p>Review number 11 and develop a cleaning/disinfection scope for impacted/closed areas using Attachment C and arrange for the cleaning/disinfection by appropriate resources (such as Campus operations).</p> <p>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"/>
14.	<p>Evaluate the level of concern among students and 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.</p>	<input type="checkbox"/>
15.	<p>Campus Health Services to assist with return to school based on CDC guidance.</p> <p>Document their return using the form in Attachment B. In General, Los Rios Policy is 14 days from positive test or start of symptoms.</p>	<input type="checkbox"/>
16.	<p>Campus Health Services to follow-up with students and 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 Faculty/Coordinator/Dean so they can update Attachment B. If anyone listed in attachment B develops symptoms or a positive test then start a new form for the student and if it is an employee notify the VPA. If not, they can return 14 days after their last exposure.</p>	<input type="checkbox"/>
17.	<p>Complete as much as possible day of notification and sent to VPA and VPI. As this develops, update the forms and resend. Once student is back to class update attachment B to close the case. Keep the form on file for future need.</p>	

Completed by:

_____	_____
Name	Date
_____	_____
Updated by:	Date
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Updated by:	Date
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Updated by:	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:	
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WID#	Last Date of Exposure	Person (last/first). <i>List role/entity (student, Employee, visitor, contractor).</i>	EE ?	Date Cleared for Return
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Attachment C: Case Response—Cleaning/Disinfection Log						
Campus/Bld. Rm:					Report Date:	
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.