



**UPDATED ON August 4, 2021 – Effective August 1, 2021**

## Southern University System Coronavirus Notification Protocols

**BACKGROUND** The Southern University System (System) continues to monitor COVID-19 pandemic. New COVID-19 cases continue to occur in Louisiana. Covid-19 cases related to new and more easily transmitted variants are occurring in many U.S. communities.

### **Definitions Used in these Protocols**

**Fully Vaccinated Employee**-is an employee that has completed a two (2) week period after receiving their second dose of the Pfizer or Moderna vaccine or completed two (2) weeks after receiving a single Jansen/Johnson vaccine. The employee must provide evidence that they are fully vaccinated.

**Unvaccinated Employee**-is an employee that has not completed a two (2) week period after receiving their second dose of the Pfizer or Moderna vaccine or completed two (2) weeks after receiving a single Jansen/Johnson vaccine, an employee that has only received one (1) dose of the Pfizer or Moderna vaccine or an employee that has not been inoculated with the Pfizer, Moderna or Jansen/Johnson vaccine.

**Symptoms compatible with COVID-19**, for the purpose of these recommendations, include subjective or measured fever, cough, or difficulty breathing.

**Self-monitoring** means people should monitor themselves for fever by taking their temperatures twice a day and remain alert for cough or difficulty breathing. If they feel feverish or develop measured fever, cough, or difficulty breathing during the self-monitoring period, they should self-isolate, limit contact with others, and seek advice by telephone from a healthcare provider or their local health department to determine whether medical evaluation is needed.

**Close contact** is defined as:

A. being within approximately 6 feet (2 meters) of a COVID-19 case for a total of fifteen (15) minutes or more cumulatively calculated in a twenty-four (24) hour period; close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with a COVID-19 case

—or—

A.) having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on)

**Isolation** means the separation of a person or group of people known or reasonably believed to be infected with a communicable disease and potentially infectious from those who are not infected to prevent spread of the communicable disease. Isolation for public health purposes may be voluntary or compelled by federal, state, or local public health order.

**Quarantine** in general means the separation of a person or group of people reasonably believed to have been exposed to a communicable disease but not yet symptomatic, from others who have not been so exposed, to prevent the possible spread of the communicable disease.

**Social distancing** means remaining out of congregate settings, avoiding mass gatherings, and maintaining distance (approximately 6 feet or 2 meters) from others when possible.

## **EXPOSURE RISK CATEGORIES**

These categories are interim and subject to change.

The CDC has established the following exposure risk categories to help guide public health management of people following potential COVID-19 exposure in jurisdictions that are not experiencing sustained community transmission. These categories may not cover all potential exposure scenarios. They should not replace an individual assessment of risk for the purpose of clinical decision making or individualized public health management.

All exposures apply to ten (10) days prior to assessment.

**Table 1. Risk Categories for Exposures associated with contact of a person who got a COVID-19 test, household member was tested or tested positive for COVID-19 and an employee who tested positive (\*Last Update 5/2020)**

<b>Risk Level</b>	<b>Exposures Identified through Contact Investigation</b>
<b>High</b>	Living in the same household as, being an intimate partner of, or providing care in a non-healthcare setting (such as a home) for a person with symptomatic laboratory confirmed COVID-19 infection <b><i>without using recommended precautions</i></b> for <u>home care</u> and home isolation
<b>Medium</b> (assumes no exposures in the high-risk category)	Close contact with a person with symptomatic laboratory-confirmed COVID-19

	<p>On an aircraft, being seated within 6 feet (two meters) of a traveler with symptomatic laboratory-confirmed COVID-19 infection; this distance correlates approximately with 2 seats in each direction</p> <p>Living in the same household as, an intimate partner of, or caring for a person in a non-healthcare setting (such as a home or office) to a person with symptomatic laboratory confirmed COVID-19 infection <b><i>while consistently using recommended precautions</i></b> for <u>home care</u> and <u>home isolation</u>.</p>
<p><b>Low</b> (assumes no exposures in the high-risk capacity category)</p>	<p>Being in the same indoor environment (e.g., a classroom, workplace or a hospital waiting room) as a person with symptomatic laboratory-confirmed COVID-19 for a prolonged period but not meeting the definition of close contact</p> <p>Being in the same indoor environment as a person being tested for COVID-19.</p>
<p><b>No identifiable risk</b></p>	<p>Interactions with a person with symptomatic laboratory-confirmed COVID-19 infection that do not meet any of the high-, medium or low-risk conditions above, such as walking by the person or being briefly in the same room.</p>

**Table 2. Summary of CDC Recommendations for Management of Exposed Persons by Risk Level and Presence of Symptoms**

Risk Level	Management if Asymptomatic	Management if Symptomatic
High risk	<p>Quarantine (voluntary or under public health orders) in a location to be determined by public health authorities. No public activities. Daily active monitoring, if possible, based on local priorities</p>	<p>Immediate isolation with consideration of public health orders            public health assessment to determine the need for medical evaluation; if medical evaluation warranted, diagnostic testing should be guided by CDC's <u>PUI definition</u>            If medical evaluation is needed, it should occur with pre-notification to the receiving HCF and EMS, if EMS transport indicated, and with all recommended <u>infection control precautions</u> in place,            Controlled travel: Air travel only via air medical transport.            Local travel is only allowed by medical transport (e.g., ambulance) or private vehicle while symptomatic person is wearing a face mask.</p>

<b>Medium risk</b>	<b>Close contacts in this category:</b>  Recommendation to remain at home or in a comparable setting	Self-isolation public health assessment to determine the need for medical evaluation; if medical evaluation
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	Practice social distancing Active monitoring as determined by local priorities Recommendation to postpone long-distance travel on commercial conveyances	warranted, diagnostic testing should be guided by CDC's PUI <u>definition</u> If medical evaluation is needed, it should ideally occur with prenotification to the receiving HCF and EMS, if EMS transport indicated, and with all recommended <u>infection control precautions</u> in place. Controlled travel: Air travel only via air medical transport. Local travel is only allowed by medical transport (e.g., ambulance) or private vehicle while symptomatic person is wearing a face mask.
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<p><b>Low risk</b></p>	<p>No restriction on movement Self-observation</p>	<ul style="list-style-type: none"> <li>● Self-isolation, social distancing Person should seek health advice to determine if medical evaluation is needed. If sought, medical evaluation and care should be guided by clinical presentation; diagnostic testing for COVID-19 should be guided by CDCs <u>PUI definition</u>. Travel on commercial conveyances should be postponed until no longer symptomatic.</li> </ul>
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**UPDATED SOUTHERN UNIVERSITY SYSTEM REPORTING PROTOCOLS**

Based upon the above-mentioned risks, please find below the procedures for vaccinated and unvaccinated employees.

When the manager receives notice that **an employee** has been affected by the COVID-19, the manager will complete the Incident Report Form. If you have questions about the form, please contact Barbara Chinn for SUBR (Southern University Baton Rouge), SULC (Southern University Law Center) and SU Ag Center (Barbara\_chinn@subr.edu or 225-771-2680). Contact Wayne Bryant for SUSLA ([whbryant@susla.edu](mailto:whbryant@susla.edu) or (318) 670-9246). Contact Dana Douglas for SUNO (Southern University New Orleans) (ddouglas@suno.edu or 225-286-5118).

## **COVID-19 PROTOCOL FOR UNVACCINATED EMPLOYEES**

### **IF AN UNVACCINATED EMPLOYEE REPORTS A HOUSEHOLD MEMBER WAS TESTED FOR COVID-19:**

1. The unvaccinated employee will be required to notify their supervisor.
2. The supervisor notifies the Campus Human Resources (CHR) department by completing the Incident Report Form.
3. After the CHR department receives the notification form and documentation, a tracer will be conducted.
4. The CHR department will notify all employees that have been identified by the tracer.
5. Employees identified in the tracer will be notified by email.
6. The unvaccinated employee will be advised to take a COVID-19 PCR test and provide a negative result before they can return to work. The employee must monitor their symptoms and advise CHR when the household member receives the results.

### **IF AN UNVACCINATED EMPLOYEE REPORTS A HOUSEHOLD MEMBER TESTED POSITIVE FOR COVID-19:**

1. The unvaccinated employee will be required to notify their supervisor.
2. The supervisor notifies the CHR department by completing the Incident Report Form.
3. After the CHR department receives the Incident Report Form and documentation, the CHR department will conduct a tracer.
4. Employees identified by the tracer will be notified by email.
5. Employees identified by the tracer will be advised to monitor themselves and monitor their symptoms regularly. All employees (vaccinated or nonvaccinated) identified in the tracer will be required to get a COVID-19 PCR test and provide a negative result before they can return to work. If an employee develops symptoms,



the employee contacts their supervisor, leave work immediately and notify their doctor.

**If an employee is not identified by the tracer, the employee does not have to monitor themselves but should take proper precautions and monitor their symptoms.**

#### **IF AN UNVACCINATED EMPLOYEE TESTS POSITIVE FOR COVID-19**

1. The unvaccinated employee must report their status to their supervisor.
2. The supervisor will notify the CHR department by completing the Incident Report Form.
3. After the CHR department receives the Incident Report Form, a tracer will be conducted.
4. The CHR department will notify all employees that are identified by the contact tracer.
5. All employees identified in the tracer will be notified by email.
6. The identified employees will have to provide vaccination documentation to determine what protocol will be imposed.
7. All identified unvaccinated employees will be required to quarantine for ten (10) days, get a COVID-19 test with a negative result before they can return to work. All vaccinated employees will be required to take COVID-19 PCR test and present a negative result before they can return to work. All employees will have to monitor their symptoms regularly.

**If an employee is not identified by the tracer, the employee does not have to quarantine for ten (10) days. The employee should take precautions and monitor their symptoms.**

**NOTE: ANY EMPLOYEE THAT TEST POSITIVE OR DEVELOPS THE SYMPTOMS DESCRIBED ABOVE WILL NOT BE ALLOWED TO RETURN TO WORK UNTIL THE CAMPUS HUMAN RESOURCES DEPARTMENT RECEIVES THE FOLLOWING:**

- One PCR COVID-19 test with a negative report: or
- Three Rapid COVID-19 test with negative reports for each within one week.

### **COVID-19 PROTOCOL FOR FULLY VACCINATED EMPLOYEES**

#### **IF A VACCINATED EMPLOYEE REPORTS A HOUSEHOLD MEMBER WAS TESTED FOR COVID-19:**

1. The vaccinated employee will be required to notify their supervisor. If family member takes the PCR type test, the employee is required to report it.
2. The supervisor notifies the CHR department by completing the Incident Report Form.
3. After the CHR department receives the Incident Report Form and documentation, the CHR department will maintain the form until the vaccinated employee notifies the CHR of the results.
4. All vaccinated employees will be required to take a COVID-19 PCR test before they can return to work.

#### **IF A VACCINATED EMPLOYEE REPORTS A HOUSEHOLD MEMBER TESTED POSITIVE FOR COVID-19:**

1. The vaccinated employee is required to notify their supervisor.
2. The supervisor notifies the CHR department by completing the Incident Report Form.
3. After the CHR department receives the Incident Report Form and documentation, the CHR department will maintain the documentation.

4. An employee tracer will be conducted and all employees that have been in contact with the affected employee will be notified.
5. All employees identified by the tracer will be notified by email.
6. All employees (**fully vaccinated or unvaccinated**) identified by the tracer will be advised to monitor their symptoms regularly. **All employees (fully vaccinated or unvaccinated) will be required to take COVID-19 test PCR with a negative result before they can return to work.** If, an employee develops symptoms, the employee will notify their supervisor, leave work immediately and notify their doctor.

**If an employee is not identified by the tracer, the employee does not have to monitor themselves but should take proper precautions and watch for symptoms.**

#### **IF A VACCINATED EMPLOYEE TESTS POSITIVE FOR COVID-19**

1. The vaccinated employee is required to notify their supervisor
2. The supervisor notifies the CHR department by completing an Incident Report Form.
3. After the CHR department receives the Incident Report Form and documentation, an employee tracer will be conducted.
4. The CHR department will notify all employees that are identified and have been in contact with the affected employee.
5. All employees identified in the tracer will be notified by email.
6. All employees identified by the tracer will be required to submit evidence of whether they have been vaccinated. If the employee has been vaccinated, the employee will not be required to quarantine for ten (10) days, however the vaccinated employee will be required to get an COVID-19 CPR test and present a negative result before they return to work. If the employee has not been vaccinated, the employee will be required to quarantine for ten (10) days, get a COVID-19 test with a negative result before they can return to work. All employees must

monitor their symptoms regularly. These employees are classified as medium risk.

If an employee is not identified by the tracer, the employee does not have to quarantine for ten (10) days. The employee should take and monitor their symptoms.

**NOTE: ANY EMPLOYEE THAT TESTS POSITIVE OR DEVELOPS THE SYMPTOMS DESCRIBED ABOVE WILL NOT BE ALLOWED TO RETURN TO WORK UNTIL THE SYSTEM RECEIVES THE FOLLOWING:**

- One PCR COVID-19 test with a negative report: or
- Three Rapid COVID-19 test with negative reports for each within one week.

The System HR department will track all cases and work with System campuses to follow the above-mentioned protocols. As such, please send all documentation by email, fax, or text. The link for the notification is below.

[SUS COVID-19 Incident Report Form for SUBR](#)

[SUS COVID-19 Incident Report Form for NON-SUBR](#)

If you have any questions, please feel free to contact Tracie Woods, Associate Vice-President for Human Resources at [tracie.woods@sus.edu](mailto:tracie.woods@sus.edu) or 225-802-0838.