

COVID-19 Employee Confirmed Positive/Close Contact Case Guide

California State University Dominguez Hills (CSUDH) COVID-19 Response Team has established a protocol for responding to positive and close contact cases on campus; this process is in partnership with several offices and departments. This guide is designed to educate the campus community on the steps involved in this process to ensure that accurate, timely, and transparent information is relayed to the campus community. As new public health guidance is released, this guide is subject to change at any time.

Campus Response to COVID-19 Cases & Exposures Involving Employees

In the event a positive COVID-19 case occurs on campus or an individual is deemed a close contact (see “*COVID-19 Close Contact*” section for definition), the following protocols will be initiated:

COVID-19 Positive Case

A positive COVID-19 case is defined as:

- a. A person who has a positive viral test for COVID-19 (i.e., a laboratory-confirmed case) and/or
- b. A person who has a positive COVID-19 diagnosis from a licensed healthcare provider.

A COVID-19 case is considered as able to spread the virus to others (infectious):

- If symptomatic - from 2 days before their symptoms first started until their isolation period ends, OR
- If symptoms never develop - from 2 days before their positive viral test was taken until their isolation period ends.

Step 1—Employee Notifies Supervisor, Contacts COVID-19 Hotline, & Self-Isolates

- The employee immediately notifies their supervisor that they are not able to return to work and self-isolates.
- After notifying their supervisor, the employee immediately contacts the CSUDH COVID-19 Hotline by phone at 310-243-2076 (open daily 8:00 a.m. – 5:00 p.m.), or by [reporting a positive case online](#). If outside normal business hours, a confidential message may be left, and a member of the team will return the call the next business day. Employees will be supplied with an Isolation Letter to provide to their supervisor.

- Employees must self-isolate at home for 10 days, conduct daily self-monitoring of symptoms, and maintain physical distance of at least 6 feet from others. Per recent LA County Department of Public Health guidelines, the university is in the process of aligning internal operations to provide an option for a shortened isolation timeframe, which would include antigen testing. Updates to the guide will be published as they become available.

MPP Note: Should we close? It depends. The decision on whether to close an office after an employee test positive for COVID-19 will be in consultation with the COVID-19 Response Team and division vice-president. It will depend on 1.) If there have been two or more epi-linked cases within 14 days in the department. 2.) Amount of noted close contacts to positive case 3.) Overall vaccination status of the department.

Step 2—COVID-19 Response Team Contacts Employee and Begins Contact Investigation

- A member of COVID-19 Response Team will contact the employee to collect pertinent health and event information, including the last date the individual was on campus, and location(s) the individual visited while on campus.
- The COVID-19 Response Team will determine whether the employee had close contact with other employees or students during the two days before the employee’s symptoms started, or since the employee tested positive.
- A member of the COVID-19 Response Team will send an isolation notification to the confirmed positive employee informing them of the employees pending isolation period along with employee benefit information. Employees are instructed to share this letter with their appropriate administrator.
- The COVID-19 Response Team will send out 1-2 surveys during the isolation period to maintain communication on symptoms and isolation needs during the isolation period.

Step 3 — COVID-19 Response Team Contacts Identified Close Contacts & Health Department

- Individuals whom the COVID-19 Response Team identify as having had close contact with the infected employee will be required to self-quarantine for 10 days if employee is unvaccinated or is vaccinated and showing symptoms. Should symptoms develop, individuals must report symptoms to the COVID-19 Hotline and self-isolate for 10 days from symptom onset.
- The COVID-19 Response Team will provide the employee with the latest guidance from local and state health officials, which changes periodically, for caring for themselves and protecting those around them.

- Per regulation, details will be passed along to the Los Angeles County Department of Public Health (LACDPH), which may initiate further contact tracing and health monitoring.

Step 4—Campus Notification

Notifications will be sent informing the CSUDH community of positive cases that were on campus during infectious period (48 hours before symptoms/positive test). Notifications will provide location, date notified, as well as their last day on campus.

Please visit [Toros Together University-Issued COVID-19 Case Notifications](#) for additional information.

Step 5—Cleaning & Sanitization

Facilities Services cleans known high touchpoints in used spaces daily with a disinfectant known to kill Sars-Cov-2. Should a space be identified that is not on a normal cleaning schedule, and this is identified within 3 days of the person being in the space, then a work order will be submitted by the COVID-19 Response Team. Shutting down operations of a suite/department to clean and disinfect is not required.

MPP Note: If an employee gets sick that uses a shared space, close off the area used by that person and do not use this area until after custodial crews have serviced the area. Please do not turn away custodians following a positive case. Custodians follow CDC guidelines while cleaning classrooms, offices, and workspaces. In which, each custodian has been provided with a high-touch cleaning kit, to assist with this high-profile, targeted cleaning practice.

Step 6—Employee Returns to Campus

- Employees may return to campus after 10 days since symptom(s) onset or from the testing date if asymptomatic, no fever for 24 hours without the use of fever-reducing medication, and symptoms have improved.
- **Employees are not required to retest via PCR test to prove that they have recovered.** Individuals are prohibited from PCR testing on campus for 90 days after a positive result. Due to the sensitivity of the PCR test, it may indicate that COVID is still present, even though they have recovered and are no longer contagious. Instead, antigen testing is the ideal option in this circumstance, as it would only detect live proteins of the virus. The university is in the process of providing antigen testing on campus.

COVID-19 Close Contact

A “close contact” is defined as an individual exposed to a positive case; this includes:

- a. A person who was within 6 feet of a positive case for a total of 15 minutes or more over a 24-hour period. This is regardless of use of face masks of the positive case or contact.
- b. A person who had unprotected contact with the body fluids and/or secretions of a positive case. For example, coughed or sneezed on by a positive case, shared utensils, a cup, or saliva, or cared for a positive case without wearing appropriate protective equipment.

Identified close contacts will be contacted by the COVID-19 Response Team. However, they will not be provided the identity of the positive case.

Step 1—Employee Notifies Supervisor and Contacts COVID-19 Hotline

- The employee immediately notifies their supervisor of possible COVID-19 infection or exposure.
- After notifying their supervisor, the employee immediately contacts the CSUDH COVID-19 Hotline by phone at 310-243-2076 (open daily 8:00 a.m. – 5:00 p.m.), or by [reporting a close contact situation online](#). If outside normal business hours, a confidential message may be left, and a member of the team will return the call the next business day.
- The close contact will be phoned by a member of the COVID-19 Response Team and will be asked to provide details about their symptoms and information about where and/or how they were exposed.

Step 2—Employee Follows COVID-19 Response Team Directives

- Unvaccinated employees that have been exposed and vaccinated employees showing symptoms will be required to quarantine for 10 days after their last exposure to the infected person, monitor for symptoms and seek testing.
- Employees will be supplied with a Quarantine Letter to provide to their supervisor.
- COVID-19 Response Team will provide employee with the latest guidance from local and state health officials, which changes periodically, for caring for themselves and protecting those around them along with employee benefit information.

Significant Number of COVID-19 Cases on Campus

Should multiple members in a department test positive for COVID-19 simultaneously, the university will consult with division leadership and if necessary, the county department of public health. The decision on whether to transition to an online format will be in consultation with the COVID-19 Response Team.

If a critical mass of COVID-19 cases is impacting campus, the university will expand the utilization of online services, and operations accordingly to ensure the wellbeing of the campus community.

Final Note

Please practice patience and be courteous to members of the COVID-19 Response Team contacting you to discuss your situation. The team's sole purpose is to make the campus a safe place to learn and work, please allow them to do so. Questions may be directed to the COVID-19 Response Team at COVIDResponseTeam@csudh.edu.