

## LMU Department Level Protocol for COVID-19 case reporting

**Step 1:** The report of a potentially positive case of COVID-19 involving a campus community member is received

**Step 2:** This case should be reported to the appropriate VP, Dean or Supervisor

**Step 3:** The VP, Dean or Supervisor should confirm the reported case

**Step 4:** The VP, Dean or Supervisor should communicate the following:

- \* The individual(s) must isolate at home and seek appropriate medical care.
- \* Explain the return to campus protocols (10 days minimum of isolation with a return after 24 hours of no symptoms)
- \* Direct campus residents to stay in their dormitory/apartment until contacted by residence life staff (refer to Residence life for next steps)
- \* Direct individuals participating in a clinical rotation, internship, practicum, or other experience involving another facility or institution, to adhere to that facility's/institutions guidelines
- \* Ask the individual to start thinking about the individuals with whom they may have had **contact** with on campus, as well as facilities occupied.
- \* Establish a follow up date and time in approximately 24-48 hours to check on the individual.
- \* Ensure the individual has the necessary resources and support while isolating

**Step 5:** The VP, Dean or Supervisor should notify Human resources if the individual is an employee

**Step 6:** The VP, Dean or Supervisor should notify the Contact Tracing committee and/or initiate the contact tracing protocol utilizing department personnel who have completed the Johns Hopkins training course – step 7.

**Step 7:** The VP, Dean or Supervisor along with the Contact Tracing Committee will work together to identify potential case contacts. See Contact Tracing Protocol for next steps

## LMU Contact Tracing Protocol

**Step 1:** Communicate with the case (COVID-19 positive) individual and introduce yourself. Confirm case individual identity. Then determine:

- a. Date of positive test and /or date of onset of symptoms
- b. If the case individual is a campus resident
- c. What University facilities/classrooms/offices/dorms the case individual occupied two days prior to the positive test or onset of symptoms
- d. Which individuals the case individual was knowingly exposed to during the above timeframe

**Step 2:** Reassure the contact, answer isolation questions, ensure a safe environment where daily needs can be met and establish follow-up in 48 hours.

**Step 3:** Review LMU facilities occupied by the case individual and review seating charts of any classrooms occupied by the case individual in order to identify potentially exposed employees and students.

**Step 4:** Determine if individuals potentially exposed to a case individual in fact meet the definition of “exposure.”

**Step 5:** Contact individuals by telephone who have been identified as “exposed.”

Using the appropriate scripts below:

- \* Confirm contact identity
- \* Direct them to self-quarantine
- \* Explain the return to campus protocols (14 days – may return sooner if no symptoms, and two (2) negative tests after hour 48 and 72 from exposure). – *updated 8/14/2020*

**Step 6:** Advise Human Resources ([Amy.eads@lmunet.edu](mailto:Amy.eads@lmunet.edu)) if you have recommended quarantine of an employee, Advise housekeeping ([david.laws@lmunet.edu](mailto:david.laws@lmunet.edu) and [daphne.blevinscannon@lmunet.edu](mailto:daphne.blevinscannon@lmunet.edu)) of any facilities that require sterilization, Advise residence life ([travis.smith02@lmunet.edu](mailto:travis.smith02@lmunet.edu) and [jody.goins@lmunet.edu](mailto:jody.goins@lmunet.edu)) of any residents quarantining and their residential location.

## **Sample Instructions for employees:**

After confirming the individuals identity

Hello, my name is \_\_\_\_\_ and I am calling on behalf of Lincoln Memorial University. We have determined that on \_\_\_\_\_ (date) while you were on campus, you may have been exposed to someone with COVID-19. At this time, we are asking you to quarantine yourself for 14 days. If you become ill, we encourage you to seek medical attention. You may return to campus in 14 days if you do not have symptoms of COVID-19 or have not been knowingly re-exposed to COVID-19. If you prefer, you may seek COVID-19 testing 48 hours after your exposure date. If you have two negative COVID-19 tests taken 24 hours apart, then you may return to campus. Please contact your supervisor or Human resources with additional questions.

## **Sample Instructions for commuter students:**

After confirming the individuals identity

Hello, my name is \_\_\_\_\_ and I am calling on behalf of Lincoln Memorial University. We have determined that on \_\_\_\_\_ (date) while you were on campus, you may have been exposed to someone with COVID-19. At this time, we are asking you to quarantine yourself for 14 days. If you become ill, we encourage you to seek medical attention. You may return to campus in 14 days if you do not have symptoms of COVID-19 or have not been knowingly re-exposed to COVID-19. Please contact your advisor or dean if you have additional questions.

## **Sample Instructions for residential students:**

After confirming the individuals identity

Hello, my name is \_\_\_\_\_ and I am calling on behalf of Lincoln Memorial University. We have determined that on \_\_\_\_\_ (date) while you were on campus, you may have been exposed to someone with COVID-19. At this time, we are asking you to quarantine yourself for 14 days. You may remain on campus and quarantine under the supervision of residence life, or you may return home and quarantine at home. If you become ill, we encourage you to seek medical attention. Should you determine to remain on campus, you will need to follow all of the residence life guidelines to limit your exposure to anyone on campus. You may return to campus activities in 14 days if you do not have



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symptoms of COVID-19 or have not been knowingly re-exposed to COVID-19. Please contact residence life with additional questions.