

# Garrett College COVID-19 Exposure Action Plan

## Purpose:

The purpose of this document is to provide a clear process and specific action steps that Garrett College (GC) will follow when the College is made aware of confirmed or possible COVID-19 case(s) from a student, faculty/staff, or member of the community who visited the campus and whose presence might compromise the public health of the College.

## Community Coordination:

Garrett College continues to work closely with the Garrett County Health Department to ensure that our response procedures are approved by and coordinated with our public health experts. As conditions change, this document may be modified to ensure that the College remains in compliance with current public health guidance.

## COVID-19 Decision-Making Thresholds:

The COVID-19 Leadership Team will carefully monitor infection rates and other appropriate indicators at the College and in our community, in coordination with local public health officials. If decisions are required related to campus closure or other necessary actions, the GC COVID-19 Leadership Team will make a recommendation to the College President for approval and execution.

## Compliance with Health and Appropriate Behavior Guidelines:

All students, faculty, staff, and members of the community are required to comply with the College's COVID-19 safety and health policies as outlined in the *Laker Strong: Return to Campus Fall 2020 Plan*, located at <https://www.garrettcollege.edu/fall-2020.php>. The most critical health and appropriate behavior guidelines to aid in keeping the campus community healthy and safe are outlined below:

### Use of Facemasks/Coverings

A face mask/covering is an essential component to stopping the spread of the coronavirus and protecting the community. All students, employees, and community members visiting campus are expected to face-cover when on campus. All face coverings must meet CDC recommendations (<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>).

- CDC-recommended face masks or face coverings are required to be worn by all employees, students, and visitors in all public settings and when in the presence of others, especially where other social distancing measures are difficult to maintain (e.g. common workspaces, meeting rooms, classrooms, narrow hallways, bathrooms, etc.)
- Use of a face mask or face covering is required when outdoors when social distancing measures are difficult to maintain.
- Those not complying with policy will be asked to leave and return with a face covering. Failure to comply will result in corrective actions in accordance with College policy.

## Social Distancing

Individuals must keep six feet from one another at all times. This includes in classrooms, meeting rooms, laboratories, and offices. The College will provide signage and floor decals, barriers, and access control to maximize social distancing adherence.

## Symptom Monitoring

Symptom monitoring is a critical mitigation technique to reduce the likelihood of virus spread. Before coming to campus each day, all students, employees, and visitors are required to complete the [Daily Health Self-Assessment](#). The information collected on the assessment will be maintained as confidential (separate from any personnel files) and will not be used for purposes outside of the College.

## Group Size

Group size should be limited to ensure compliance with State and Local guidelines and all groups must adhere to social-distancing and face-covering policies.

## Reporting on Others

If you have a legitimate concern that another individual on campus has tested positive and not reported, has had close contact with an individual exposed, or has been exposed, please contact the Office of Equity and Compliance ([equitycompliance@garrettcollege.edu](mailto:equitycompliance@garrettcollege.edu) or 301-387-3037) for additional steps that should be taken. Individuals can also report anonymously using the [“Reasonable Concern” reporting form](#).

## Ongoing Monitoring

GC will continue to follow policies, requirements, and guidance from local and state governmental and public health authorities. However, as this plan indicates, the College will adopt a higher level of protective measures as necessary. Further, College leadership will monitor key indicators—such as state and local testing positivity rates, capacity of local hospitals, number of active cases in the GC community, etc.—as we continually evaluate and update all COVID-19 policies.

## Key Definitions:

**Quarantining** is used to keep someone who might have been exposed to COVID-19 away from others. Quarantine helps prevent the spread of the virus that can occur before a person knows they are sick or if they are infected with the virus without presenting symptoms. Individuals will be quarantined when they have been exposed (less than 6 feet for more than 15 minutes) to a person with an active case of COVID-19, and while they await virus test results. Quarantining is recommended for those who participate in high-risk activities and those who travel to current “hot spot” areas using tracking sites such as the following: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notice.html#travel-1> or <https://www.cdc.gov/covid-data-tracker/index.html#testing>. Please note that students, faculty and staff, and members of the community should educate themselves on the risks associated with COVID-19 and take proactive steps to ensure that GC continues to offer a safe learning and working environment.

**Isolation** is used to separate people who have symptoms of COVID-19 and/or those with positive test results from people who are not infected. Individuals will be isolated when they have a positive test result.

## Daily Self-Screening

Students and employees are required to complete the [health self-assessment](#) on a daily basis prior to coming to campus. **Individuals who are feeling ill or are living with an individual that is isolating or quarantining due to COVID-19 must refrain from coming to campus.**

This assessment is not meant to take the place of consultation with your health care provider to diagnose or treat conditions. If you are in an emergency medical situation, please call 911 or your local emergency number.

### If you take the daily health self-assessment and answer “yes” to any of the questions, you:

1. Must refrain from coming to campus until cleared by a medical provider, and self-quarantine as necessary.
2. Monitor your health and contact your healthcare provider as needed.
3. Contact the Office of Equity and Compliance if you have any questions or concerns.
  - a. Email: [equitycompliance@garrettcollege.edu](mailto:equitycompliance@garrettcollege.edu)
  - b. Phone: 301-387-3037
4. If you are advised to get tested, self-isolate until test results are received.
  - a. If the test result is positive for COVID-19, then the individual should report their results and receive further guidance using the reporting mechanisms provided in the section below.
  - b. If the medical advice is to quarantine due to symptoms or exposure, the individual will quarantine for 14 days according to MDH guidelines. Individuals should report these results to the College as well using the reporting mechanisms provided below.

For questions about symptoms, testing, reporting, or risk of COVID-19, contact the Office of Equity and Compliance at 301-387-3037 or by emailing [equitycompliance@garrettcollege.edu](mailto:equitycompliance@garrettcollege.edu).

## Reporting Mechanisms

### Reporting is Encouraged

Each individual with a positive COVID-19 case is encouraged to notify the College of their positive test result by calling 301-387-3037 or emailing [equitycompliance@garrettcollege.edu](mailto:equitycompliance@garrettcollege.edu). The Office of Equity and Compliance is the designated office handling reports of confirmed or possible COVID-19 case from a student, faculty/staff, or member of the community who visited the campus, whose presence might compromise the public health of the College. Positive, close contacts, and exposed individuals are encouraged to use email as the initial point of contact. The Office of Equity and Compliance is the Primary Contact and should be informed first. Secondary contacts have been provided below only if the Primary Contact is unavailable or unresponsive (e.g., illness, off, or inaccessible via email or phone).

#### *All Reports of Exposure:*

Primary Contact: Shelley Menear, Director of Equity and Compliance  
Email: [equitycompliance@garrettcollege.edu](mailto:equitycompliance@garrettcollege.edu); Phone: 301-387-3037

#### *Faculty/Staff Exposure:*

Secondary Contact: Janis Bush, Director of Human Resources  
Email: [Janis.bush@garrettcollege.edu](mailto:Janis.bush@garrettcollege.edu); Phone: 301-387-3049

### *Student Exposure*

Secondary Contact: Robert JR Kerns, Dean of Student Affairs

Email: [robert.kerns@garrettcollege.edu](mailto:robert.kerns@garrettcollege.edu); Phone: 301-387-3049

### *Student-Athletes*

Secondary Contact: Dennis Gibson, Director of Athletics

Email: [dennis.gibson@garrettcollege.edu](mailto:dennis.gibson@garrettcollege.edu) ; Phone: 301-387-3051

### *Communication with Garrett County Health Department and External Media Communication*

Secondary Contact: Stacy Holler, Director of Marketing and Creative Services

Email: [stacy.holler@garrettcollege.edu](mailto:stacy.holler@garrettcollege.edu); Phone: 301-387-3045

If you choose not to report your positive test results, the Maryland Department of Health or Garrett County Health Department may report this to the College on your behalf following a consultation.

### *Students*

Students are encouraged to contact their faculty members to inform them that they will not be attending class in person. If a student's classes are entirely online, then they do not need to disclose their status to their faculty if they are well enough to participate virtually. Should a student be symptomatic, they should work with their faculty to determine the best means to make-up any missed work.

If a student reports they are isolating or quarantining to a faculty or staff member, the employee should maintain the student's privacy and only divulge the information to the Office of Equity and Compliance. A college official will then follow up with the student on campus guidelines, resources, and protocols to be cleared to return to campus. The College official, in accordance with FERPA guidelines, will follow up with the individual who reported the concern to advise them of how the situation is being handled.

### *Employees*

Employees should contact their supervisors to inform them that they will not be able to come to campus, and determine if any work can be completed from home or if sick and safe leave will be taken to cover the isolation or quarantine period.

### *Steps and Resources Utilized in Response to a Positive COVID-19 Test*

This section applies to any confirmed or possible COVID-19 case from a student, faculty/staff, or member of the community who visited the campus and whose presence might compromise the public health of the College. These are the action steps:

- The affected person should contact the primary (or secondary) GC official as provided in the ["Reporting Mechanisms"](#) section above.
- 1. The GC official will ask the questions indicated on the ["COVID-19 Exposure Procedures Reporting Form"](#) and keep a written record of the discussion.
- 2. Based on the information provided, the GC official will provide guidance about appropriate quarantine/isolation procedures using the ["Decision Tree Guidelines"](#) included in this document.
- 3. The GC official will notify Campus Facilities to close off any impacted areas, if applicable.

4. The GC official will notify the COVID-19 Leadership Team and provide appropriate information. Reports will be filed electronically using SharePoint. Leadership Team members who are available will review the report and provide timely feedback to the GC Official. Using the decision tree, appropriate next steps will be determined.
5. The GC official will notify Campus Facilities to begin a deep cleaning and follow other appropriate cleaning protocols of the area(s) visited.
6. The GC official will notify the Dean of Student Affairs for appropriate Clery notifications.
7. Media Holding Statement will be prepared to use only as necessary.
8. The GC official will work with the Director of Equity and Compliance to get guidance from the Garrett County Health Department for tracing efforts and testing options.
9. Affected person must follow up with appropriate GC official prior to returning to campus.

## Decision Tree Guidelines

### Outbreak

Defined as an increase, often sudden, in the number of cases of a disease in the local community or on campus above what is normally expected in that population in that area.

#### *GC Actions/Considerations*

1. Work closely with local health department public health professionals to identify and implement next steps.

#### *Affected Person Actions (required)*

1. Follow guidance from local health department public health professionals.

### Positive Test

Campus person (student, employee, third-party) has tested positive for COVID-19.

#### *GC Actions/Considerations*

1. Comply with public health agency directives.
2. Gather basic information about affected person's activities on campus.
3. Close any impacted areas, if applicable, until next steps are determined.
4. Deep cleaning at affected locations.
5. Issue Clery warning to impacted persons/groups.
6. Determine instructional implications (online, change location, temporary cancellation, etc.).
7. Specific actions as directed by Leadership Team.
8. Media statement prepared.
9. HIPAA/FERPA compliance.

#### *Affected Person Actions (required)*

1. Isolation for a minimum of 10 days.
2. Comply with public health agency directives.

3. Contact GC official to ensure appropriate actions taken prior to returning to a College location.

#### Close Contact with an Individual Who Tested Positive

Reporting individual has been identified by public health professional as having been in close contact with someone who has tested positive (e.g., household member and/or roommate, proximity at less than 6 feet for 15 or more minutes).

##### *GC Actions/Considerations*

1. Comply with public health agency directives.
2. Gather basic information about person's activities on campus.
3. Close any impacted areas, if applicable, until next steps are determined.
4. Deep cleaning at affected locations.
5. Issue Clery warning to indicated persons/groups.
6. Determine instructional implications (online, change location, temporary cancellation, etc.).
7. Specific actions as directed by Leadership Team
8. HIPAA/FERPA compliance.

##### *Affected Person Actions (required)*

1. Quarantine for a minimum of 14 days.
2. Comply with public health agency directives.
3. Contact GC official prior to returning to a College location.

#### Exposure to an Individual Who Tested Positive

We realize that there are multiple variables related to risk. GC will evaluate the variables unique to the affected person's circumstances to guide decisions about its response to the exposure. These variables include, but are not limited to the following:

- a. Crowd size
- b. Masking (yes/no)
- c. Distance (less than 6 feet)
- d. Time (greater than 15 minutes)
- e. Indoors/outdoors (size of space)
- f. Timing of interaction with affected person(s)
- g. Ventilation
- h. Type of class/interaction (lecture/lab/clinical/group work)
- i. Visit to a "hot spot"
- j. Other

##### *High Exposure:*

Campus person has not tested positive or been identified as a close contact by a public health official at this time; however, the person has been in proximity with someone who has tested positive/close contact or has engaged in a very high-risk activity(ies). Variables for consideration are provided above and will be analyzed quantitatively and qualitatively.

## GC Actions

### Required:

1. Gather basic information about person's activities on campus.
2. Notify Leadership Team.
3. Close and deep clean any impacted areas until next steps are determined.
4. Notification of possible exposure.
5. General reminder to campus about high-risk behaviors.
6. Determine instructional implications (online, change location, temporary cancellation, etc.).

### Other GC Actions/Considerations:

1. Specific actions as directed by Leadership Team.
2. HIPAA/FERPA compliance

## Affected Person Actions:

### Required:

1. Monitor symptoms.
2. Follow directive of GC COVID-19 Leadership Team.
3. Contact Primary Care Provider or Health Department for testing recommendation.
4. If symptoms develop, isolate until test results provided.
5. If positive results, contact GC point of contact.

### Other Actions/Considerations:

1. Quarantine for a minimum of 14 days.
2. Comply with public health agency directives.
3. Contact the GC point of contact prior to returning to a College location.

## Medium Exposure:

Campus person has not tested positive or been identified as a close contact by a public health official at this time; however, the person has been in proximity with someone who has tested positive/close contact or has engaged in a medium high-risk activity(ies). Variables for consideration are provided above and will be analyzed quantitatively and qualitatively.

## GC Actions:

### Required:

1. Gather basic information about person's activities on campus.
2. Notify Leadership Team.
3. Close and deep clean any impacted areas until next steps determined.
4. General reminder to campus about high risk behaviors.

### Other Actions/Considerations:

1. Determine instructional implications (online, change location, temporary cancellation, etc.).
2. Specific actions as directed by Leadership Team.
3. HIPAA/FERPA compliance.

Affected Person Actions:

Required:

1. Monitor symptoms.
2. Follow directive of GC COVID-19 Leadership Team.
3. Contact Primary Care Provider or Health Department for testing recommendation.
4. If symptoms develop, isolate until test results provided.
5. If positive results, contact GC point of contact.

Other Actions/Considerations:

1. Quarantine for a minimum of 14 days.
2. Comply with public health agency directives.
3. Contact the GC point of contact prior to returning to a College location.

*Low Exposure:*

Campus person has not tested positive or been identified as a close contact by a public health official at this time; however, the person has been in proximity with someone who has tested positive/close contact or has engaged in a low-risk activity(ies). Variables for consideration are provided above and will be analyzed quantitatively and qualitatively.

GC Actions:

Required:

1. Gather basic information about person's activities on campus.
2. Notify Leadership Team.
3. Extra sanitizing at affected locations.
4. General reminder to campus about high-risk behaviors.

Other Actions/Considerations:

1. Close and deep clean any impacted areas until next steps are determined.
2. Determine instructional implications (online, change location, temporary cancellation, etc.).
3. Specific actions as directed by Leadership Team.
4. HIPAA/FERPA compliance

Affected Person Actions:

Required:

1. Monitor symptoms.
2. Follow directives of GC COVID-19 Leadership Team.
3. Contact Primary Care Provider or Health Department for testing recommendation.
4. If symptoms develop, isolate until test results provided.
5. If positive results, contact GC point of contact.

Other Actions/Considerations:

1. Quarantine for a minimum of 14 days.
2. Comply with public health agency directives.
3. Contact the GC point of contact prior to returning to a College location.

## Record Keeping/Tracking

Reports will be filed electronically in SharePoint. Garrett College will preserve any written communications to the affected person, GCHD, Clery notifications, media, etc. Garrett College will preserve feedback from the COVID-19 Leadership Team in a sub-file in SharePoint and maintain “votes” for each report in SharePoint sub-file.

## Communications Protocols

As described in the Action Steps, a Clery notification will be provided by the Dean of Student Affairs or designee, as appropriate. Garrett College will utilize its Emergency Communication Plan, if the circumstances are deemed necessary.

A media holding statement will be prepared (modified using the guide), but not used proactively:

External:

On \_\_\_\_ (day), \_\_\_\_ (date), Garrett College was notified by the Garrett County Health Department that a student/employee tested positive for the novel coronavirus (COVID-19). GC is collaborating with the Garrett County Health Department to follow safety protocols and notify individuals who may have come in contact with this student/employee. Those who have come into contact with the infected individual will be advised to stay home and call their healthcare provider to inquire about testing to avoid exposing others. Facilities where this individual was present have been closed for deep cleaning.

Internal/Faculty/Staff/Students:

On \_\_\_\_ (day), \_\_\_\_ (date), Garrett College was notified by the Garrett County Health Department that a student/employee tested positive for the novel coronavirus (COVID-19). GC is collaborating with the Garrett County Health Department to follow safety protocols and notify individuals who may have come in contact with this student/employee. Those who have come into contact with the infected individual will be advised to stay home and call their healthcare provider. Facilities where this individual was present have been closed for deep cleaning. Any GC student or employee exhibiting symptoms as identified by the Centers for Disease Control and Prevention (CDC) should contact their healthcare provider and quarantine. More information on COVID-19 can be found by visiting the CDC’s website, <https://www.cdc.gov/>. Questions regarding COVID-19 can also be directed to the Garrett County Health Department by calling 301-334-7698.

## Other Important Reminders

A suspected case or notice of a positive COVID-19 is serious and calls for action. At the same time, there are some additional privacy matters that are important to keep in mind.

Health Status is a Private Matter

Each individual’s health status is a private matter, and no one should publicly declare someone as sick. In the event others need to be notified of a suspected or positive COVID-19 test result, the Maryland Department of Health (MDH) or Garrett County Health Department (GCHD) will provide guidance on how to do that. Do not notify classes, office colleagues, student clubs, teams, etc. of positive cases unless with specific guidance.

The College will work closely with the Garrett County Health Department on contact tracing and communications for close contacts. Clery notifications will only be sent if a positive case or close contact

was on campus and posed an exposure risk. The notification will be directed to instructors, classmates, staff, or others determined as close contacts who are at risk of exposure.

The College will update cases numbers on the College's COVID-19 Resource page, located at <https://www.garrettcollege.edu/corona-virus.php>.

#### Do Not Require Doctor's Notes

Current MDH recommendations include self-quarantining if you have contact with a COVID-19 positive person. With the fluidity of the health of our community and the demands on healthcare providers, students and employees may not have doctor's notes to share. For the Fall 2020 semester, please extend some grace to students and colleagues who report being COVID-19 positive. This is also true if someone has close contact with someone who has COVID-19.

#### Isolation and/or Quarantine Accommodations

Students living in housing should contact Residence Life ([rezlife@garrettcollege.edu](mailto:rezlife@garrettcollege.edu) or 301-387-3163) to arrange accommodations for isolation and/or quarantine. Isolation rooms will be available for students who have tested positive for COVID-19 and have been told by a health care provider to release this information to Residential Life. Quarantine rooms will be available for students who have been notified by Department of Health that they were in contact with a COVID-19 positive person or the student's health care provider notified Residential Life that the student needs to quarantine. Residential students are encouraged not to go home if they have been ordered to isolate or quarantine for the fear of spreading the virus to others. Should a residential student wish to go home to isolate/quarantine, they should speak with others in their household before doing so.

## COVID-19 Exposure Intake Report Form

Garrett College Official Completing Intake: Click or tap here to enter text.

### Individual Providing Information:

- Faculty/Staff
- Student
  - Residential Student
  - Student-Athlete
  - Other Student
- Community/Third Party
- Other: Click or tap here to enter text.

### Affected Person Information:

Name: Click or tap here to enter text.  
Status: Click or tap here to enter text.  
Email: Click or tap here to enter text.  
Phone Number: Click or tap here to enter text.

Date: Click or tap to enter a date.

### General Questions:

1. Have you had a positive COVID-19 test/experienced symptoms?  Yes  No
  - a. When did you first experience symptoms? Click or tap to enter a date.
  - b. When were you tested? Click or tap to enter a date.
2. When did you receive the positive test result? Click or tap to enter a date.
3. Have you been identified as a close contact to someone who has tested positive for COVID-19?  Yes  No
4. Have you been contacted by your local health department?  Yes  No
  - a. If so, what directive did they provide to you? Click or tap here to enter text.
5. Have you been exposed to COVID-19 in some other way? (GC official to gather information related to the variables) Click or tap here to enter text.
6. Have you been on campus or in a GC facility?  Yes  No  
If so, when and in what locations did you visit on campus (classrooms, labs, library, etc.)? Click or tap here to enter text.
7. Have you been in proximity with another GC student, faculty/staff member since the exposure incident?  Yes  No

If so, can you provide their names? Click or tap here to enter text.

8. As appropriate, have you cooperated with the COVID-19 contact tracers? YesNo

GC Official Actions Based on Decision Tree:

- a. Gathered relevant information? Yes No Comments:Click or tap here to enter text.
- b. Provided basic information to affected person pending any additional direction (i.e. GCHD information, college procedures)? Yes No Comments:Click or tap here to enter text.
- c. Notified Leadership Team?  Yes No Date Notified:Click or tap to enter a date.
  - Information
  - Actions taken
  - Recommendation (not required but helpful)
- d. Leadership Team determination (i.e., exposure level + directions). Describe actions taken here:Click or tap here to enter text.
- e. Communications:
  - a. Back to affected person? Note: Affected persons who are isolated, quarantined, or otherwise restricted from campus must notify the GC official before returning to campus.  
Yes No N/A
  - b. Clery notifications as needed? Yes No N/A
  - c. GCHD as needed? Yes No N/A

Intake Report Completed By: Click or tap here to enter text. Date:Click or tap to enter a date.

Follow up with GC Official prior to returning to campus? Yes No

Date:Click or tap to enter a date.

Documentation Provided? Yes No

Type of Documentation:Click or tap here to enter text.

Date of Documentation:Click or tap to enter a date.