

Allegany College of Maryland **COVID-19 Exposure Procedures**

Purpose:

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

Community Coordination:

Allegany College of Maryland continues to work closely with the Allegany County Health Department, the Maryland Department of Health, the Pennsylvania State Health Department as well as the State of Maryland and the State of Pennsylvania 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 remains in compliance with current public health guidance.

COVID-19 Decision-Making Thresholds:

The COVID-19 Command 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 ACM COVID-19 Command Team will make a recommendation to the College President for approval and execution.

Compliance:

All students, faculty, staff, and members of the community are required to comply with the College's COVID-19 safety and health policies. <https://allegany.edu/coronavirus/>

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 feeling symptoms. Individuals will be quarantined when they have been exposed 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-notices.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 risk associated with COVID-19 and take proactive steps to ensure that ACM 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.

COVID-19 Exposure Action Plan

As part of the COVID-19 Command Team process, the following components of the Action Plan are designed to provide the steps necessary when Allegany College of Maryland is aware of confirmed or possible COVID-19 case from a student, faculty/staff, or member of the community who visited the campus. whose presence compromises the public health of the College. The plan includes the following components:

1. ACM officials for reporting positive cases
2. Action steps and resources to utilize for a positive COVID-19 test
3. Decision Tree Guidelines
4. Health and Appropriate Behavior Guidelines
5. Record Keeping/Tracking
6. Communication Protocols
7. Reporting Form

ACM Contacts for reporting transmission risk:

The following individuals have been identified as the appropriate ACM officials to inform of confirmed or possible COVID-19 case from a student, faculty/staff, or member of the community who visited the campus and whose presence compromises the public health of the College. Positive, close contacts, and exposed individuals are encouraged to use email as the initial point of contact. Primary Contact is the person who should be informed first; Secondary contact is the person who should be informed only if the Primary Contact is unavailable or unresponsive (e.g., illness, off, or inaccessible via email or phone).

Faculty/Staff Exposure:

Primary Contact: Melinda Duckworth, Director of Human Resources
Email: mduckworth@allegany.edu; Phone: 301-784-5230

Secondary Contact: Shanese Westfall, Human Resources Generalist
Email: swestfall2@allegany.edu; Phone: 301-784-5231

Student Exposure

Student Athletes Primary Contact: Tommie Reams, Director of Athletics & Physical Education.
Email: treams4244@allegany.edu; Phone: 301-784-5264

Student Athletes Secondary Contact: Sarah Hensley, Athletic Trainer
Email: shensley@allegany.edu; Phone: 301-784-5659

Allied Health Students Primary Contact: Cheryl Nelson, Director of the Nurse Managed Wellness Clinic
Email: cnelson@allegany.edu; Phone: 301-784-5671

Allied Health Students Secondary Contact: Anna Kephart, Office Manager of the Nurse Managed Wellness Clinic
Email: kkephart@allegany.edu; Phone: 301-784-5670

Other Students Primary Contact: Renee Conner, Dean of Student and Legal Affairs
Email: rconner@allegany.edu; Phone: 301-784-5206

Other Students Secondary Contact: Renee Gibson, Student Support Coordinator and Operations Specialist
Email: rgibson@allegany.edu; Phone: 301-784-5206

Bedford County Campus Student and Third Party Exposure Contact and Communication with Bedford County Health Center

Primary Contact: Leah Pepple, Director of PA Advancement and Community Relations
Email: lpepple@allegany.edu; Phone: 814-652-9528, ext. 1-6223

Secondary Contact: Tina Imes, Director of Bedford County Campus
Email: times@allegany.edu; Phone: 814-652-9528, ext. 6224

Cumberland Third Party Exposure

Primary Contact: Renee Conner, Dean of Student and Legal Affairs

Email: rconner@allegany.edu; Phone: 301-784-5206

Secondary Contact: Renee Gibson, Student Support Coordinator and Operations Specialist

Email: rgibson@allegany.edu; Phone: 301-784-5206

Communication with Allegany County Health Department and External Media Communication

Primary Contact: David Jones, Vice-President of Advancement and Community Relations

Email: djones@allegany.edu; Phone: 301-784-5200

Secondary Contact: Shauna McQuade, Director of Public Relations and Marketing

Email: smcquade@allegany.edu; Phone: 301-784-5154

Action steps and resources to utilize for a positive COVID-19 test

This section applies if 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 compromises the public health of the College. These are the action steps:

1. The individual should contact the primary ACM official or secondary ACM official as provided in the list above.
2. The ACM official will ask the following questions and keep a written record of the discussion (A spreadsheet has been developed to collect and share this information)
 - a. Have you had a positive COVID-19 test or experienced COVID-19 symptoms?
 - i. When did you first experience symptoms?
 - ii. When were you tested?
 - b. When did you receive the positive test result?
 - c. Have you been identified as a close contact to someone who has tested positive for COVID-19?
 - d. Have you been contacted by your local health department?
 - i. If so, what directive did they provide to you?
 - e. Have you been exposed to COVID-19 in some other way? (ACM official to gather information related to the variables)
 - f. Have you been on a campus of ACM? If so, when and in what locations did you visit on campus (classrooms, labs, library, etc.)?
 - g. Have you been in proximity with another ACM student, faculty/staff member since the exposure incident?
 - h. As appropriate, have you cooperated with the COVID-19 contact tracers?
3. Based on the information provided, the ACM official will provide guidance about appropriate quarantine/isolation procedures using the decision tree guidelines included in this document.
4. The ACM official will notify Physical Plant to close off any impacted areas, if applicable.
5. The ACM official will notify ACM Leadership and COVID-19 Command Team and provide appropriate information. Reports will be filed electronically in SharePoint. Command Team members who are available will review the report and provide timely feedback to the ACM Official. Using the decision tree, appropriate next steps will be determined.
6. The ACM official will notify Physical Plant to begin a deep cleaning and follow other appropriate cleaning protocols of the area(s) visited.
7. The ACM official will notify the Dean of Student and Legal Affairs for appropriate Clery notifications.
8. Media Holding Statement will be prepared to use only as necessary.
9. The ACM official will work with David Jones and Shauna McQuade to get guidance from the Allegany County Health Department for tracing efforts and testing options. If the positive case involves the Bedford County Campus of ACM, the ACM contact will work with Leah Pepple or Tina Ines to coordinate with the Bedford County Health Center for contact tracing and testing options.
10. Individual must follow up with appropriate ACM official prior to returning to campus.

Decision Tree Guidelines

A decision tree with appropriate guidelines provides guidance for the following areas:

1. Outbreak
2. Positive test
3. Close contact with an individual who tested positive
4. Exposure to an individual who tested positive or activities that risked exposure.

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	ACM 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.
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Positive Test

Campus Person has tested positive for COVID-19	ACM 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 class implications - Online - Changed location - Temporary Cancellation - Liberal attendance - Other guidance from ISA 7. Specific actions as directed by Command Team 8. Media statement prepared 9. General reminder to campus about contacts / high risk behaviors 10. HIPAA/FERPA compliance	Affected Person Actions (required) 1. Isolation 2. Comply with public health agency directives 3. Individual contacts ACM point of contact to ensure appropriate actions taken prior to returning to a College location.
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Close Contact

Campus Person has been identified by public health professional as having been in close contact with someone who has tested positive <i>(eg., household member and/or roommate, proximity at <6 feet for 15 minutes)</i>	ACM 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 class implications - Online - Changed location - Temporary Cancellation - Liberal attendance - Other guidance from ISA 7. Specific actions as directed by Command Team 8. General reminder to campus about contacts / high risk behaviors 9. HIPAA/FERPA compliance	Affected Person Actions (required) 1. Quarantine 2. Comply with public health agency directives 3. Contact the ACM point of contact prior to returning to a College location.
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Exposed

We realize that there are multiple variables related to risk. ACM will evaluate the variables unique to the affected person's circumstances to 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. Indoor/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. Workplace or clinical PPE, guidelines followed
- k. Other

<u>Degree of Exposure</u>	<u>ACM Actions</u>	<u>Affected Person Actions</u>
<p><u>High Exposure:</u> 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.</p>	<p><u>Required:</u></p> <ol style="list-style-type: none"> 1. Gather basic information about person's activities on campus 2. Command Team will be Notified 3. Deep cleaning at affected locations 4. Notification of possible exposure 5. Work with ISA to determine class implications. <p><u>Other Actions/Considerations:</u></p> <ol style="list-style-type: none"> 1. Gather basic information about person's activities on campus 2. Close any impacted areas until next steps are determined 3. Deep cleaning at affected locations persons/groups 4. Determine class implications <ul style="list-style-type: none"> - Online - Changed location - Temporary Cancellation - Liberal attendance - Other guidance from ISA 5. Specific actions as directed by Command Team 6. General reminder to campus about contacts / high risk behaviors 7. HIPAA/FERPA compliance 	<p><u>Required:</u></p> <ol style="list-style-type: none"> 1. Monitor symptoms 2. Follow directive of ACM Leadership Team/COVID-19 Command 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 ACM point of contact. <p><u>Other Actions/Considerations:</u></p> <ol style="list-style-type: none"> 1. Quarantine 2. Comply with public health agency directives 3. Contact the ACM point of contact prior to returning to a College location.

<p>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.</p>	<p>Required:</p> <ol style="list-style-type: none"> 1. Gather basic information about person's activities on campus 2. Command Team will be notified. 3. Deep cleaning at affected locations 4. Work with ISA to determine class implications. <p>Other Actions/Considerations:</p> <ol style="list-style-type: none"> 1. Gather basic information about person's activities on campus 2. Close any impacted areas until next steps are determined 3. Deep cleaning at affected locations persons/groups 4. Determine class implications <ul style="list-style-type: none"> - Online - Changed location - Temporary Cancellation - Liberal attendance - Other guidance from ISA 5. Specific actions as directed by Command Team 6. General reminder to campus about contacts / high risk behaviors 7. HIPAA/FERPA compliance 	<p>Required:</p> <ol style="list-style-type: none"> 1. Monitor symptoms 2. Follow directive of ACM Leadership Team/COVID-19 Command 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 ACM point of contact. <p>Other Actions/Considerations:</p> <ol style="list-style-type: none"> 1. Quarantine 2. Comply with public health agency directives 3. Contact the ACM point of contact prior to returning to a College location.
<p>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.</p>	<p>Required:</p> <ol style="list-style-type: none"> 1. Gather basic information about person's activities on campus 2. Command Team will be notified. 3. Deep cleaning at affected locations. 4. Work with ISA to determine class implications. <p>Other Actions/Considerations:</p> <ol style="list-style-type: none"> 1. Gather basic information about person's activities on campus 2. Close any impacted areas until next steps are determined 3. Deep cleaning at affected locations persons/groups 4. Determine class implications <ul style="list-style-type: none"> - Online - Changed location - Temporary Cancellation - Liberal attendance - Other guidance from ISA 5. Specific actions as directed by Command Team 6. General reminder to campus about contacts / high risk behaviors 7. HIPAA/FERPA compliance 	<p>Required:</p> <ol style="list-style-type: none"> 1. Monitor symptoms 2. Follow directive of ACM Leadership Team/COVID-19 Command 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 ACM point of contact. <p>Other Actions/Considerations:</p> <ol style="list-style-type: none"> 1. Quarantine 2. Comply with public health agency directives 3. Contact the ACM point of contact prior to returning to a College location.

Health and Appropriate Behavior Guidelines

Students, faculty/staff, and members of the community are reminded of the guidelines for COVID-19 Health and Wellness to ensure your safety and the safety of others.

Use of Facemasks/Coverings

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

- A properly worn face covering is required inside all College buildings except while working or studying alone in a confined space, such as an office or laboratory.
- Face coverings should be put on before entering buildings and not removed until exiting buildings (and then only if social distancing is possible).
- Face coverings are required in classrooms.
- When outside, individuals may remove face coverings unless within six feet of others; however, students and employees should carry a face covering at all times in case of an encounter with others.
- Those not complying with policy will be asked to leave and return with a face covering. Individuals may be subject to warnings or other sanctions (student sanctions may include the full range listed in the *Student Handbook* based upon severity and frequency of the violations; employee sanctions may eventually result in termination).

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. Individuals must conduct daily symptom monitoring checks. Persons who experience symptoms that are abnormal to the person or which raise suspicions of Covid-19 should stay home if they are sick with any other known illness and should promptly report possible Covid-19 to the appropriate College Official as detailed above.

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 College Official for additional steps that should be taken.

Ongoing Monitoring

ACM 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 ACM community, etc.—as we continually evaluate and update all COVID-19 policies.

COVID-19 Exposure Procedures Report Form

A Reporting Tracking Form (Excel) has been developed and will be utilized by the ACM Officials. Additional information is provided below.

Record Keeping/Tracking

1. Reports will be filed electronically in SharePoint.
2. ACM official will alert Command Team via group text that a new case has been uploaded. Available Command Team members will review the report and provide feedback.
3. A Reporting Tracking Form has been developed and should be completed by the ACM Official. This Form will be filed electronically in SharePoint and will provide an overview of the key data points, provide the Command Team the opportunity to ask and answer questions, and formalize the process for the Command Team to provide approval on the actions taken. Updates to case information shall be noted in the form.
4. ACM will preserve any written communications to the affected person, ACHD, Clery notifications, media etc.
5. ACM official will preserve feedback from the Command Team in a sub-file in SharePoint and maintain feedback for each report in SharePoint through the Reporting Tracking Form using the Excel spreadsheet.

Communication Protocols

1. As described in the Action Steps, a Clery notification will be provided by the Dean of Student and Legal Affairs, as appropriate.
2. Allegany College of Maryland Advancement Office will utilize the Emergency Communication Plan, if the circumstances are deemed necessary.
3. A media holding statement will be prepared (modified using the guide), but not used proactively:

External:

On ____ (day), ____ (date), Allegany College of Maryland was notified by the Allegany County Health Department that a student/employee tested positive for the novel coronavirus (COVID-19). ACM is collaborating with the Allegany 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), Allegany College of Maryland was notified by the Allegany County Health Department that a student/employee tested positive for the novel coronavirus (COVID-19). ACM is collaborating with the Allegany 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 ACM 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 Allegany County Health Department by calling their Call Center at 301-759-5000.

4. Statements will be adjusted if the case occurs at another ACM Site.