COVID Rapid Response Team initiates contact tracing

CRRT gathers basic information:
test "sampler", class rosters, floor roster, hall roster, athletic involvement, music/theater involvement, campus workplace, QR sign-ins, etc.

CRRT assigns interviewer
Interviewer contacts positive individual
Interview conducted by phone or video
Contacts are identified through completion of "Recent Contacts" wksht

CRRT adjusts relevant operations/gatherings until contact risk is understood (e.g., classes shifted online; supsension of athletic practices, music rehearsals; etc.)

Critical resources are shared and summarized with positive individual:
* CRRT: Contacts and Tracing
* Contact Tracing: Do your part...
* 3 Key Steps to Take...

12ʰ CRRT assigns interviewer to gather and compile contact details obtained via interview

NEEDS MET

Interviewer affirms that the positive individual understands isolation expectations, is suitably supported, and is medically stable.

Interviewer sorts contacts into *close*, *casual* and *co-located* groupings; Distinguishes EMPLOYEES vs STUDENTS

NEEDS REMAIN

Contact CRRT for additonal support as necessary

24ʰ

EMPLOYEES

STUDENTS

CLOSE CONTACTS

EMPLOYEES:
- CRRT reports close contacts to HR
- HR calls each close contact:
  - Advises on exposure
  - Queries on symptoms
  - Delivers strict self-quarantine guidance
  - Arranges a COVID testing time
  - Assesses presence of support
  - Affirms follow-up
- HR sends email followup

STUDENTS:
- CRRT calls each close contact:
  - Advises on exposure
  - Queries on symptoms
  - Delivers strict self-quarantine guidance
  - Completes dining intake
  - Arranges a COVID testing time
  - Communicates temp shift to online learning
  - Collects addl campus notifications list
  - Assesses presence of support
  - Affirms follow-up
- CRRT sends email (Basecamp) followup

CASUAL CONTACTS

EMPLOYEES:
- CRRT reports casual contacts to HR
- HR emails each casual contact:
  - Advises on possible exposure
  - Assesses recollection of close contact
  - Delivers strict self-monitoring and quarantine-in-place guidance
  - Facilitates COVID test scheduling
  - Shares resources
- HR facilitates follow-up within 24 hours

STUDENTS:
- CRRT emails (Basecamp) each casual contact:
  - Advises on possible exposure
  - Assesses recollection of close contact
  - Delivers strict self-monitoring and quarantine in place guidance
  - Communicates temp shift to online learning
  - Facilitates COVID test scheduling
  - Shares resources
- Health Services follows-up
- CRRT facilitates follow-up within 24 hours

CO-LOCATED CONTACTS

EMPLOYEES:
- CRRT reports co-located contacts to HR
- HR emails each co-located contact:
  - Advises on proximity to positive
  - Delivers strict self-monitoring and social distancing guidance
  - Shares resources
- HR follows up by email in 24-48 hours

STUDENTS:
- CRRT emails (Basecamp) each co-located contact:
  - Advises on proximity to positive
  - Delivers strict self-monitoring and social distancing guidance
  - Shares resources
- Health Services follows-up
- CRRT follows up by email (Basecamp) in 24-48 hours

48ʰ

Per each contact's preferences, notifications are made regarding:
- Shift to online learning
- Dining needs

Additional notifications are made upon request to:
- Coach
- Work supervisor
- Advisor
- Health Services
- Glaeser Counseling Center
- Other(s)

updated 8/20/2020