

COVID-19 Response Protocol

Updated 8/3/2020

Person WITH confirmed COVID-19 diagnosis from qualified healthcare provider	
Isolate or Quarantine:	<ul style="list-style-type: none">• Individual should isolate per Doctor's orders and/or recommendations from local Public Health.
Protocol:	<ul style="list-style-type: none">• Follow the advice of a qualified health care professional at all times.• Wear face covering whenever interacting with others (should be in isolation, so contact should be very limited).• Maintain 6 ft. social distancing (should be in isolation, so contact should be very limited).• Wash hands frequently.
Students Should:	<ul style="list-style-type: none">○ Self-Isolate and not attend in-person classes until cleared by doctor or determined to be non-infectious by local Public Health. If you live in a University Residence Hall, you must notify [insert name] immediately so that you can be assigned a room in Targhee Hall in which to self-isolate.○ Notify instructor of need to engage in remote learning.○ File a CARE report to notify the University:<ul style="list-style-type: none">○ The Dean of Students office will follow-up to discuss options and provide resources and support.○ Call the Dean of Students Office at 208-885-6757 or, after hours, 208-885-7233 (Campus Safety).
Employees Should:	<ul style="list-style-type: none">○ Self-Isolate and not return to campus until released by doctor or determined to be non-infectious by local Public Health<ul style="list-style-type: none">○ Contact benefit services at benefits@uidaho.edu for resources, leave options and potential work from home options. Note: Work from home must be approved through the centralized work flexibility arrangement process through HR.○ Notify supervisor you will be out of office and working with HR/Benefit Services on the appropriate options.○ File a Report to notify the University:<ul style="list-style-type: none">○ File a Families First Coronavirus Response Act Report if you learn of a confirmed diagnosis about yourself.○ Or file a CARE report (especially if you know it is a student who is confirmed Covid19).
Reporting Other Covid19 related concerns:	<ul style="list-style-type: none">• A CARE report may be filed for routing to the appropriate office for follow up and processing.

Person WITH symptoms of COVID-19, but no diagnosis

Isolate or Quarantine:	<ul style="list-style-type: none"> • Individual should self-quarantine and seek out qualified medical guidance, leaving campus immediately if symptomatic. • Individuals residing in a residence hall or Greek chapter facility should self-quarantine in their location while seeking out qualified medical guidance.
Protocol:	<ul style="list-style-type: none"> • Follow qualified health care professional recommendation. • Wear face covering whenever interacting with others (should be in quarantine, so contact should be very limited). • Maintain 6 ft. social distancing (should be in self-quarantine, so contact should be very limited). • Wash hands frequently.
Students Should:	<ul style="list-style-type: none"> • Not attend in-person classes until cleared by doctor or determined to be non-infectious by local Public Health. • Notify instructor to discuss remote learning options. • File a CARE report to notify the University: <ul style="list-style-type: none"> ○ The Dean of Students office will follow-up to discuss options and provide resources and support.
Employees Should:	<ul style="list-style-type: none"> ○ Not be on campus until released by doctor or determined to be non-infectious by local Public Health <ul style="list-style-type: none"> ○ Contact benefit services at benefits@uidaho.edu for resources, leave options and potential work from home options. Note: Work from home must be approved through the centralized work flexibility arrangement process through HR. ○ Notify supervisor you will be out of office and working with HR/Benefit Services on the appropriate leave options. ○ File a report to notify the University: <ul style="list-style-type: none"> ○ File a Families First Coronavirus Response Act Report if you learn of a confirmed diagnosis about yourself. ○ Or file a CARE report (especially if you know it is a student who is confirmed Covid19).
Reporting Other Covid19 related concerns:	<ul style="list-style-type: none"> • A CARE report may be filed for routing to the appropriate office for follow up and processing.

Person who has been exposed or in close proximity/close contact to someone with a confirmed COVID-19 diagnosis but is not symptomatic	
Isolate or Quarantine:	<ul style="list-style-type: none"> • Individual should seek out qualified medical guidance • Individual may be notified by Public Health about next steps and receive guidance on further self-isolation/quarantine
Protocol:	<ul style="list-style-type: none"> • Monitor for symptoms. • Wear face covering whenever interacting with others. • Maintain 6 ft. social distancing. • Wash hands frequently. • Self-isolate and seek out medical guidance if you become symptomatic.
Students Should:	<ul style="list-style-type: none"> ○ Follow the recommendations of Public Health (if contacted) regarding the need to quarantine or self-isolate. ○ File a CARE report to notify the University. ○ The Dean of Students office will follow-up to discuss options and provide resources and support.
Employees Should:	<ul style="list-style-type: none"> ○ Follow the recommendations of Public Health regarding the need to quarantine or self-isolate. <ul style="list-style-type: none"> ○ Contact benefit services at benefits@uidaho.edu for resources, leave options and potential work from home options. ○ Work from home must be approved through the centralized work flexibility arrangement process through HR. ○ Notify supervisor you will not be on campus and working with HR/Benefit Services on the appropriate leave or work from home options.
Reporting for Students:	<ul style="list-style-type: none"> • File a CARE report to notify the University • The Dean of Students office will follow-up to discuss options and provide resources and support.
Reporting for Employees:	<ul style="list-style-type: none"> • File a report to notify the University: <ul style="list-style-type: none"> ○ File a Families First Coronavirus Response Act Report if you learn of a confirmed diagnosis about yourself ○ Or file a CARE report (especially if you know it is a student who is confirmed Covid19).
Reporting Other:	A CARE report may be filed for routing to the appropriate office for follow up and processing.

Person who has been exposed or in close proximity/close contact to someone displaying symptoms of COVID-19

Isolate or Quarantine:	Not necessary unless you begin to display symptoms at which time you should self-quarantine and seek medical care.
Protocol:	<ul style="list-style-type: none"> • Monitor for symptoms. • Wear face covering whenever interacting with others. • Maintain 6 ft. social distancing. • Wash hands frequently. • Self-quarantine and seek out medical guidance if symptomatic.
Reporting for Students:	A CARE report is not necessary, but one may be filed if assistance would be beneficial.
Reporting for Employees:	HR does not need to be notified, but you may complete the Families First Coronavirus Response Act Form if assistance would be beneficial.
Reporting Other:	A CARE report may be filed for routing to the appropriate office for follow up and processing.

<i>What can I tell employees/friends of individuals who have a confirmed COVID-19 diagnosis?</i>	
General:	<ul style="list-style-type: none"> • Public Health performs contact tracing, in coordination with trained University personnel assisting them, and thus will notify those individuals who need to know about the diagnosis. • You do not need to notify anyone, beyond the reporting requirements noted in each section above.
Students:	<ul style="list-style-type: none"> • Sharing information about someone else may cause rumors to occur that are not accurate and could unintentionally cause challenges for the individual. This is private and protected health information and should not be shared. • File a CARE report if you are concerned or know of someone who has been diagnosed with COVID-19
Employees:	<ul style="list-style-type: none"> ○ Employees/supervisors should work with HR on how to address office notifications should an employee have a confirmed diagnosis. This is private and protected health information and should not be shared. <ul style="list-style-type: none"> ○ Supervisors should not ask employees for permission to share their name or protected information. ○ The employee with the confirmed diagnosis can share at his/her discretion their own diagnosis.
Reporting Other:	<ul style="list-style-type: none"> • EHS or Facilities will provide guidance/coordination on appropriate office cleaning steps.