Response Scenarios

General Notes:

1. Not all scenarios can be planned. These are the assumed most likely scenarios. A task force of Jesse Blair, James Crosby, Tammy Maas, and James Miller is in place to quickly resolve any unforeseen scenarios.

2. In all instances of a suspected or positive case of COVID-19 it is CRITICAL to maintain confidentiality. This includes any identifying terms like position or even student/staff/faculty when discussing relevant items, such as a supervisor working with plant to determine closures.

3. In any instance of a positive case of COVID-19 on campus, local health officials will be involved in determining the correct course of action.

4. Local health officials will conduct contact tracing and inform individuals who have had prolonged close contact with a positive case.

5. Any instance of an employee testing positive for COVID-19 will require an investigation per OSHA to determine if the illness is work related.

6. During any quarantine time an employee will be instructed to work from home if possible and students will be advised to continue schoolwork with synchronous education if possible.

7. When in doubt, employees or students should be instructed to return home for quarantine and/or contact a health professional and await further instructions regarding returning to work or class.
Employee answers "yes" to a question on the health screening

1. Employee informs supervisor
   a. Supervisor instructs the employee to stay home & work from home if possible
   b. Supervisor informs HR

2. Employee contacts health professional

3. Employee follows instructions from health professional and returns to work with a confirmation of COVID-19 status from health professional (This would be a note indicating the employee does not have COVID-19, a negative test result or following the CDC guidelines for a positive test along with a note)

Employee has had prolonged close contact (within 6' for more than 15 mins) with, or is caring for someone who has tested positive for COVID-19. (Note: This is a “Yes” on the health screening)

1. Employee informs supervisor
   a. Supervisor instructs the employee to stay home & work from home if possible
   b. Supervisor informs HR

2. Employee contacts health professional

3. Employee follows instructions from health professional and returns to work with a confirmation of COVID-19 status from health professional (This would be a note indicating the employee does not have COVID-19, a negative test result, or following the CDC guidelines for a positive test along with a note)
Employee has had prolonged close contact (within 6’ for more than 15 mins) with someone who is being tested for COVID-19 and is awaiting results.

1. Employee should contact supervisor and healthcare provider
   a. Supervisor instructs the employee to stay home & work from home if possible
   b. Supervisor informs HR

2. If the person in question tests negative, employee should return to work.

3. If the person in question tests positive, employee should notify supervisor and contact a health professional
   a. Supervision informs HR
   b. Employee follows instructions from health professional and returns to work with a confirmation of COVID-19 status from health professional (This would be a note indicating the employee does not have COVID-19, a negative test result, or following the CDC guidelines for a positive test along with a note)
Employee develops symptoms while at work and is ok to travel home.

1. Supervisor immediately separates the employee from other employees.

2. Employee is sent home and instructed to contact a healthcare provider.

3. Supervisor notifies HR of the action.

4. Supervisor works with Plant to determine if area closures are needed
   a. Supervisor/Plant inspects the work area and determines if the employees work area can/should be closed off
   b. Supervisor/Plant inspects any common areas the employee may have accessed and decides if common areas should be closed off
   c. Supervisor/Plant will wipe down any common use items, such as door handles, microwaves, coffee pots or shared tools.
   d. Supervisor notifies HR of any closed off areas or areas requiring extra cleaning
      i. HR will notify Custodial of any special cleaning needs and inform them of closed off areas.
      ii. Supervisor will place a sign on the door of any closed areas and indicating that it is closed and for how long.

5. Supervisor determines employees who had prolonged close contact with the sick individual. (This would be prolonged contact within 6')
   a. Employees who fit this description should be sent home and self-quarantine and directed to work from home if possible until the status is confirmed of the sick employee.
   b. Employees who fit this description should follow the steps in Employee has had close contact with someone who is being tested for COVID-19 and is awaiting results above.

6. Employee follows instructions from health professional and returns to work with a confirmation of COVID-19 status from health professional (This would be a note indicating the employee does not have COVID-19, a negative test result, or following the CDC guidelines for a positive test along with a note)
Employee develops symptoms while at work and is not ok to travel home.

1. Supervisor immediately separates the employee from other employees.
   a. Ideally in a room that can be closed off for 7 days, but a minimum of 24 hours

2. Supervisor notifies HR of the action and the employee’s inability to get home
   a. Travel arrangements will be made with a family member or emergency transport

3. Supervisor works with plant to determine area closures
   a. Supervisor/Plant closes off and posts signage on the isolation room indicating area is closed.
   b. Supervisor/Plant inspects the work area and determines if the employees work area can/should be closed off
   c. Supervisor/Plant inspects any common areas the employee may have accessed and decides if common areas should be closed off
   d. Supervisor/Plant will wipe down any common use items, such as door handles, microwaves, coffee pots or shared tools.
   e. Supervisor notifies HR of any closed off areas or areas requiring extra cleaning
      i. HR will notify Custodial of any special cleaning needs and inform them of closed off areas.
      ii. Supervisor will place a sign on the door of any closed areas and indicating that it is closed and for how long.

4. Supervisor determines employees who had prolonged close contact with the sick individual. (This would be prolonged contact within 6’)
   a. Employees who fit this description should be sent home and self-quarantine and directed to work from home if possible until the status is confirmed of the sick employee.
   b. Employees who fit this description should follow the steps in Employee has had close contact with someone who is being tested for COVID-19 and is awaiting results above.

5. Employee follows instructions from health professional and returns to work with a confirmation of COVID-19 status from health professional (This would be a note indicating the employee does not have COVID-19, a negative test result, or following the CDC guidelines for a positive test along with a note)
Faculty member goes home with symptoms after teaching classes all day.

1. Faculty member should notify the Dean and inform of the situation.

2. Dean immediately removes the faculty member from students and other faculty.

3. The faculty member is sent home and instructed to contact a healthcare provider.

4. The Dean notifies HR of the action.

5. The Dean works with Plant to determine if area closures are needed:
   - a. The Dean/Plant inspects the classrooms and offices used by the faculty member and determines if the rooms can/should be closed off.
   - b. The Dean/Plant inspects any common areas the faculty may have accessed and decides if common areas should be closed off.
   - c. The Dean/Plant will wipe down any common use items, such as door handles, microwaves, coffee pots or shared tools.
   - d. The Dean notifies HR of any closed off areas or areas requiring extra cleaning:
     - i. HR will notify Custodial of any special cleaning needs and inform them of closed off areas.
     - ii. The Dean will place a sign on the door of any closed areas and indicating that it is closed and for how long.

6. The Dean determines students and employees who had prolonged close contact with the sick individual. (This would be prolonged contact within 6')
   - a. Notification should be made by the Dean to the Dean of Student's Office of any students who fit this description.
   - b. Students who fit this description should be sent home and self-quarantine until the status is confirmed of the sick faculty member.
   - c. Students who fit this description should follow the steps in **Student has had close contact with someone who is being tested for COVID-19 and is awaiting results** above.

7. Faculty member follows instructions from health professional and returns to work with a confirmation of COVID-19 status from health professional (This would be a note indicating the employee does not have COVID-19, a negative test result, or following the CDC guidelines for a positive test along with a note).

8. Arrangements should be made to continue classes virtually at home if possible.
In reference to self-isolation and quarantining in the student section, it is expected that students living in the residence halls will isolate in the residence halls. Self-isolation rooms have been set aside for “if needed” and a procedure is in place for assisting any individuals in self-isolation.

Student answers “yes” to a question on the health screening

1. Student contacts the Dean of Students*
   a. Student will be instructed to stay home and contact a health professional
      i. Dean of Students will notify instructors
      ii. School work will continue with synchronous education if possible

2. Student contacts health professional
   a. Dean of Students will have information on helping the student contact a health professional, and/or arrange for testing

3. Student follows instructions from health professional and returns to campus with a confirmation of COVID-19 status from health professional (This would be a note indicating the student does not have COVID-19, a negative test result or following the CDC guidelines for a positive test along with a note) to be provided to the Dean of Students.

Student has had prolonged close contact with (within 6’ for more than 15 mins), or is caring for someone who has tested positive for COVID-19. (Note: This is a “Yes” on the health screening)

1. Student informs the Dean of Students*
   a. Dean of Students instructs the student to not visit campus
   b. Dean of Students will notify instructors
   c. School work will continue with synchronous education if possible

2. Student contacts health professional
   a. Dean of Students will have information on helping the student contact a health professional, and/or arrange for testing

3. Student follows instructions from health professional and returns to campus with a confirmation of COVID-19 status from health professional (This would be a note indicating the student does not have COVID-19, a negative test result or following the CDC guidelines for a positive test along with a note) to be provided to the Dean of Students.

*Albany County students should contact the Dean of Student & Academic Services
Student has had prolonged close contact (within 6' for more than 15 mins) with someone who is being tested for COVID-19 and is awaiting results.

1. Student informs the Dean of Students*
   a. Dean of Students instructs the student to not visit campus
   b. Dean of Students will notify instructors
   c. School work will continue with synchronous education if possible

2. Student contacts health professional
   a. Dean of Students will have information on helping the student contact a health professional, and/or arrange for testing

3. If the person in question tests negative, student should return to campus.

4. If the person in question tests positive, student should notify the Dean of Students and contact a health professional
   a. Dean of Students will notify instructors
   b. Student follows instructions from health professional and returns to work with a confirmation of COVID-19 status from health professional (This would be a note indicating the student does not have COVID-19, a negative test result, or following the CDC guidelines for a positive test along with a note)

*Albany County students should contact the Dean of Student & Academic Services
Student develops symptoms while at campus and is ok to travel home.

1. Student will be separated from other students and staff.

2. Student is sent home and instructed to contact a healthcare provider.

3. Dean of Students* should be notified either by the student or staff.

4. Dean of Students works with Plant to determine if area closures are needed.
   a. The Dean of Students/Plant inspects the classrooms and offices used by the student member and determines if the rooms can/should be closed off.
   b. The Dean of Students/Plant inspects any common areas the faculty may have accessed and decides if common areas should be closed off.
   c. The Dean of Students/Plant will wipe down any common use items, such as door handles, microwaves, coffee pots or shared tools.
   d. The Dean of Students notifies relevant school Deans of any closed off areas or areas requiring extra cleaning.
      i. Dean of Students will notify Custodial of any special cleaning needs and inform them of closed off areas.
      ii. The Dean of Students will place a sign on the door of any closed areas and indicating that it is closed and for how long.

5. The Dean of Students determines students and staff who have had prolonged close contact with the sick individual. (This would be prolonged contact within 6’)
   a. Students/Staff who fit this description should be sent home and self-quarantine and directed to learn/work from home if possible until the status is confirmed of the sick student.
   b. Students who fit this description should follow the steps in Student has had close contact with someone who is being tested for COVID-19 and is awaiting results above.

6. Student follows instructions from health professional and returns to campus with a confirmation of COVID-19 status from health professional (This would be a note indicating the student does not have COVID-19, a negative test result, or following the CDC guidelines for a positive test along with a note) to be provided to the Dean of Students.

*Albany County students should contact the Dean of Student & Academic Services.
Student develops symptoms while at campus and is not okay to travel home.

1. The Dean of Students* should be notified by the student or staff

2. Student will be isolated from other students and staff
   a. Ideally in a room that can be closed off for 7 days, but a minimum of 24 hours
   b. The Dean of Students will make travel arrangements with a family member or emergency transport

3. Dean of Students works with Plant to determine if area closures are needed
   a. The Dean of Students/Plant inspects the classrooms and offices used by the student member and determines if the rooms can/should be closed off
   b. The Dean of Students/Plant inspects any common areas the faculty may have accessed and decides if common areas should be closed off
   c. The Dean of Students/Plant will wipe down any common use items, such as door handles, microwaves, coffee pots or shared tools.
   d. The Dean of Students notifies relevant school Deans of any closed off areas or areas requiring extra cleaning
      i. Dean of Students will notify Custodial of any special cleaning needs and inform them of closed off areas.
      ii. The Dean of Students will place a sign on the door of any closed areas and indicating that it is closed and for how long.

4. The Dean of Students determines students and staff who have had prolonged close contact with the sick individual. (This would be prolonged contact within 6')
   c. Students/Staff who fit this description should be sent home and self-quarantine and directed to learn/work from home if possible until the status is confirmed of the sick student.
   d. Students who fit this description should follow the steps in Student has had close contact with someone who is being tested for COVID-19 and is awaiting results above.

5. Student follows instructions from health professional and returns to campus with a confirmation of COVID-19 status from health professional (This would be a note indicating the student does not have COVID-19, a negative test result, or following the CDC guidelines for a positive test along with a note) to be provided to the Dean of Students.

*Albany County students should contact the Dean of Student & Academic Services
Employee or student returns from traveling.

At present the CDC recommends following the state recommendation for self-quarantining from traveling within the US.

1. Wyoming has no requirement for self-quarantining in place currently as of 6/4/2020. However, the following should be considered:
   a. Did the person travel to an area with a growing number of cases of COVID-19?
   b. Did the person spend time with a large group of people?
   c. Was the individual practicing social distancing and good hygiene?

2. If unsure if self-quarantining should be done, contact the Dean of Students* or HR for assistance.

Receive notification several days after the fact that an employee or student tested positive for COVID-19.

As in all instances, we will work closely with local health authorities in determining the appropriate response. The below steps are recommended action in this scenario by the CDC.

1. If it has been less than 7 days since the sick individual used campus facilities, clean and disinfect all areas used by the sick individual, following CDC cleaning and disinfection guidelines.

2. If it has been more than 7 days since the individual used campus facilities, no additional cleaning and disinfection is required.

3. Students and Staff who had prolonged close contact with the sick individual will be contacted by local health authorities with instructions for quarantining.

4. Students and Staff who were not identified as exposed thru contact tracing should continue to perform daily self-screenings and notify their supervisor or Dean of Students* if they develop symptoms.

*Albany County students should contact the Dean of Student & Academic Services