



COVID-19 Quarantine and Isolation Policy

NAME: COVID-19 Quarantine and Isolation Policy
ISSUING DEPARTMENT: Office of Environmental Health and Safety
ISSUED DATE: June 2020
REVIEWED DATE: June 15, 2020
APPROVING AUTHORITY: Cabinet
DATE REVISED: July 24, 2020

DEFINITIONS

Self-isolation and quarantine are public health practices used to protect the public by preventing exposure to people who have or may have a contagious disease.

Quarantine refers to the process of separating and restricting the movement of people who were exposed to a contagious disease (COVID-19) to see if they become sick.

Self-isolation refers to the process of separating sick people with a contagious disease (COVID-19) from people who are not sick.

PURPOSE

The purpose of this policy is to outline the procedures for temporary quarantine and self-isolation related to the novel coronavirus COVID-19 for the protection of the affected individual and the protection of the University's campus community.

SCOPE

This procedure concerns all faculty, staff, students and residential guests.

RESPONSIBILITY

It is the responsibility of the Office of Environmental Health and Safety to update and implement the policy, as needed.

PROCEDURE

Exhibiting symptoms and self-reporting: Any University faculty, staff, student or volunteer who is currently on campus or has been physically on campus since June 1 should self-report to the Director of Environmental Health and Safety under the following conditions:

- a) **Exhibiting symptoms:** Any individual who displays signs or symptoms of COVID-19 illness, including flu-like symptoms with fever > 100 ; cough; shortness of breath; loss of smell; or loss of taste.
- b) **Interactions with exposed individuals:** Any individual who comes into contact with someone that has tested positive for COVID-19 within the previous 14 days.
- c) **Tested positive for COVID-19:** Any individual who has tested positive for COVID-19 is required to self-report a positive test to the Director of Environmental Health and Safety and must self-isolate.

- d) **Cleared to return to campus to work or reside:** Any individual that has tested positive for COVID-19 shall be required to obtain an appropriate release before returning to campus to work or to live.
- e) **Contact Information** – Email – jwelch@mansfield.edu, Office Phone – 570-662-4906, Cell – 570-662-6302

Quarantine for students and campus residents: Mansfield University has established separate residence hall space to support students' and campus residents' (hereinafter referred to collectively as residents) ability to quarantine for their own protection and the protection of the University community. Students may be asked to quarantine within their residence hall room. If the student has a roommate all occupants of that room will be required to quarantine and not leave the space. To the extent reasonably possible, residents under quarantine will be provided with a phone-in wellness checks from medical professionals, meal deliveries, and other supportive services and care as described below.

If a resident becomes a patient under investigation of infection, a notification will be made to the local health department and other emergency officials. Communications with local health departments will be made to ensure contact tracing activities are underway.

During the quarantine period, or until a negative COVID-19 test result has been obtained, the University shall attempt to provide the following,

- Wellness checks provided remotely (phone, emails, texts) from a health professional from the Campus Clinic
- Disposable face masks, thermometers and hand sanitizer
- Meal deliveries will include three daily meals during the week and two daily meals during the weekend. The resident will receive meal options and will be able to make their selections.
- Laundry services as available for Sheets, pillowcases, pillows, blankets, and towels
- Cleaning materials, such as disinfectants, disposable towels and trash bags
- Medication and prescription pickup service
- Toiletries
- Internet access

Quarantine for employees: Mansfield University employees who have been advised to quarantine shall remain at their personal residence until their medical provider indicates that the quarantine period has expired.

Self-Isolation: If a resident has been advised to Isolate by a medical professional or as required by guidance from the Centers for Disease Control (CDC) or the Pennsylvania Department of Health (DOH) due to COVID-19 infection, the resident shall self-report to the Office of Environmental Health and Safety. Individuals must self-isolate for 14 days on campus or at home and follow additional guidance of a healthcare professional. The Director of Environmental Health and Safety will have the authority to make the final decision as to whether a resident should self-isolate on-campus based on the recommendation of medical professionals and any constraints related to safely serving the resident's needs on-campus.

If the decision is to proceed with self-isolation, and to the extent reasonably possible, the process will be as follows:

- The resident will be escorted to the designated isolation space after they have packed up their available and essential personal belongings, such as clothing, hygiene products, electronic devices, etc. The escort and the resident will be required to maintain a distance of at least six feet from one another and wear face masks.
- The resident will receive information about expectations of the University regarding what services the resident can expect while in self-isolation.
- The resident will be asked to identify and track all individuals with whom they have come into contact for the 14-days preceding experiencing symptoms or entering self-isolation, whichever is longer.
- The resident shall remain in self-isolation and must not physically interact with others, per recommendations of the CDC and DOH, except as a medical emergency shall warrant.
- The resident will be asked to measure their temperature twice daily and remain alert for fever (above 100.4 degrees F), cough or difficulty breathing.
- Should symptoms worsen or should the resident experience any emergencies, they are to immediately call Campus Police at (570) 662-4900 or dial 911. The resident must notify the dispatch personnel that they are under self-isolation orders to ensure first responders have the proper personal protective equipment.
- Meals will be placed immediately outside of the entrance of the resident's room during each of the meal periods. A knock will be provided at the time of the delivery and the resident should wait 15 seconds before opening the door to retrieve the meal.
- The resident will be provided basic cleaning supplies and will be responsible for cleaning their immediate living environment throughout the period of quarantine.
- Every weekday morning, the resident will be asked to wrap their trash in the bags provided and place the bag outside their door. A trained facilities staff member will retrieve the bag for disposal.
- Soiled linens will be placed in separately designated bags and will be left outside the door to be picked up by trained personnel for cleaning.
- If there is a maintenance concern during the week, the resident should call Facilities at (570) 662-4907 during regular office hours. On the weekend, the resident should call Campus Police at (570) 662-4900 to report any issues. The resident is to notify dispatch that they are currently under self-isolation.
- After the 14th day of self-isolation and if the resident meets established criteria for being asymptomatic, a health professional or the DOH will be consulted to determine if any further action is necessary or if the resident qualifies for discharge from self-isolation. If the resident is found to be no longer contagious, as determined by a health professional, the resident may move back into their original, assigned room.

Self-isolation timeline requirements: If a resident is under self-isolation and would like to consult with DOH, please call their local health department or 1-877-PA-HEALTH (1-877-724-3258).

This guidance is based on available information about COVID-19 and subject to change as additional information becomes available. These recommendations will prevent most instances, but may not prevent all instances, of secondary spread. The risk of transmission after recovery is substantially less than that during illness.

- **For persons with COVID-19 under campus self-isolation:** Residents diagnosed with COVID-19 who have symptoms and were directed to care for themselves on campus may discontinue self-isolation under the following conditions:

1. At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications AND improvement in respiratory symptoms (e.g., cough, shortness of breath); and
2. at least 7 days have passed since symptoms first appeared.

For example, if day 0 is the onset of illness, persons with COVID-19 that are well on day 3, without fever, and feeling well for 72 hours, must remain self-isolated until day 7. Someone with COVID-19 who is still symptomatic on day 7, and has symptoms until day 10, cannot be released from self-isolation until day 13.

- **For persons in immediate contact with a COVID-19 patient:** Persons who come into immediate contact with someone with COVID-19 must be quarantined for 7 days after the person with COVID-19 has been released from self-isolation. This means the direct contacts will need to remain in quarantine longer than the COVID-19 positive patient remains in self-isolation.

For example, if the person who tested positive for COVID-19 is without fever and feeling well starting on day 7, this patient can be released from quarantine on day 10. Any individuals in contact with the COVID-19 positive patient can only be released from their own self-quarantine on day 17.

Quarantine/Isolation location: Residence hall space is reserved in the event of quarantine due to recent contact with persons infected with COVID-19 and in the event that self-isolation is needed due to a positive COVID-19 test. Appropriate signage, designating the space as a quarantine and isolation area for authorized personnel only, will be placed on all entrances with card key access restricted to only personnel requiring entry. The Office of Environmental Health and Safety will work in collaboration with local health officials on decisions related to space allocation, resident services, and health care needs.

Residential Accommodations: The resident will undergo in processing in preparation for the quarantine/self-isolation period.

Information that will be collected from the resident includes:

- Name
- Phone number
- Emergency contact
- Medications
- Allergies
- Special dietary needs
- Medical history

Information and supplies provided to the resident include:

- Name and contact information (24-hour contact)
- Isolation and quarantine guidelines
- Aforementioned supplies

Important Items for the resident to bring while isolated:

- Cell phone and charging devices
- Computer
- Clothing for the duration of quarantine
- Medications (prescription & over the counter)
- Classwork materials
- Personal hygiene products

Unauthorized Travel: All University-sponsored or University-related travel must be reviewed and approved in advance by the Office of the President. It is strongly recommended that all students and employees refrain from all personal and non-essential travel, especially to areas where rates of infection are known to be high. If a University employee or student engages in personal travel to an area with high infection rates, they may be required to quarantine off-campus prior to returning and/or residing on campus, and a negative COVID-19 test result may be required to return to their campus assignment. For employees, the use of administrative leave may also be required during the 14-day quarantine period if the employee is unable to work remotely.

The campus community should continue to monitor the PA Dept. Of Health Travel advisory website for areas of concern where the 14 day quarantine period is recommended.

<https://www.health.pa.gov/topics/disease/coronavirus/Pages/Travelers.aspx>

Contact Tracing: Mansfield University will coordinate with the PA Department of Health to provide contact information of students, staff and faculty who may have been in contact with an infected person. Additional information will be made available as requested by the department of health to aid in continued contact tracing.

Distribution of this policy: Mansfield University Policies/Procedures Directory will be distributed online and maintained by the staff of the designated offices.