

Minnesota State University, Mankato COVID-19 Notification Processes for Students and Staff

(FINAL approved by Cabinet on 7/1/20)

Rationale: Minnesota State University, Mankato values the health and safety its students, faculty, staff, and visitors. To assist with maintaining a healthy campus community, the University asks students and employees to follow these notification procedures to assist with any response to positive COVID-19 cases.

Students Notification Processes:

1. Before coming to campus each day, a student will [complete a self-screening](#).
 - a. If the student answers yes to any of the questions, the student should quarantine and seek medical advice. A COVID Hotline is available at Student Health Services at 507-389-5591. Additional community resources are available.
 - b. If the medical advice is to get tested, the student should isolate until test results are received.
 - c. If the test result is positive for COVID-19, then the student should call the Campus Reporting Hotline at 507-389-2030.
 - d. If the medical advice is to quarantine due to symptoms or exposure, the student will quarantine for 14 days according to MDH guidelines.
2. In the event of a positive lab-confirmed COVID-19 case, the following process will be followed:
 - a. A positive COVID-19 case is reported to Minnesota Department of Health (MDH) by a healthcare provider or laboratory.
 - b. Once MDH identifies the person as a student, MDH will call the Campus Reporting Hotline at 507-389-2030 to notify the University.
 - c. The Campus Reporting Hotline Staff will record the information and maintain an inventory of reported cases.
 - d. The Campus Reporting Hotline Staff will provide a daily report of new cases to David Jones, Vice President for Student Affairs & Enrollment Management; Wendy Schuh, Director of Student Health Services; and Chandler Holland, Director of Environmental Health, Safety, & Risk Management.
 - e. MDH may begin contact tracing, which may include contacting Wendy Schuh or any Instructors or Supervisors of record.
3. In the event of a positive COVID-19 case reported to the University by the student or someone else, the following process will be followed:
 - a. The person should call the Campus Reporting Hotline at 507-389-2030 to share they (or someone) are COVID-19 positive.
 - b. The Campus Reporting Hotline Staff will provide a daily report of new cases to David Jones, Vice President for Student Affairs & Enrollment Management; Wendy Schuh, Director of Student Health Services; and Chandler Holland, Director of Environmental Health, Safety, & Risk Management.
 - c. Wendy Schuh will communicate with MDH to confirm the case.

Employee Notification Processes:

1. Before coming to campus each day, an employee will [complete a self-screening](#).
 - a. If the employee answers yes to any of the questions, the employee should isolate and seek medical advice.
 - b. If the medical advice is to get tested, the employee should isolate and wait the 2-4 days for the test result.
 - c. If the test result is positive for COVID-19, then the employee should notify their supervisor and call the Campus Reporting Hotline at 507-389-2030.
 - d. If the medical advice is to quarantine due to symptoms or exposure, the employee will quarantine for 14 days according to MDH guidelines.
2. In the event of a positive lab-confirmed COVID-19 case, the following process will be followed:
 - a. A positive COVID-19 case is reported to Minnesota Department of Health (MDH) by a healthcare provider or laboratory.
 - b. Once MDH identifies the individual as an employee AND MDH believes that it is important to report this to the University due to exposure, MDH will call the Campus Reporting Hotline at 507-389-2030 to notify the University.
 - c. The Campus Reporting Hotline Staff will record the information and maintain an inventory of reported cases.
 - d. The Campus Reporting Hotline Staff will provide a daily report of new cases to David Jones, Vice President for Student Affairs & Enrollment Management, Wendy Schuh, Director of Student Health Services, Chandler Holland, Director of Environmental Health, Safety, & Risk Management, and Brian Breck, Assistant Director for Human Resources.
 - e. MDH will conduct contact tracing, which may include contacting Human Resources and/or Chandler Holland, Director of Environmental Health, Safety, & Risk Management to assist.
3. In the event of a positive COVID-19 case reported to the University by the employee or someone else, the following process will be followed:
 - a. The employee should notify his or her supervisor and should call the Campus Reporting Hotline at 507-389-2030 to share they (or someone) are COVID-19 positive.
 - b. Supervisors, once notified of a positive COVID-19 case, should notify the Campus Reporting Hotline at 507-389-2030.
 - i. The Supervisor should then take these steps:
 1. Supervisor should ask employee(s) to leave work and follow any medical advice they have received.
 2. If the Supervisor knows that the positive COVID-19 case had exposure to any employees longer than 15 minutes or more with close contact of 6 feet or less, please notify those employees that they have been exposed to a COVID-19 positive person. According to MDH, these exposed

employees should stay home for 14 days from the last day they were exposed to the person with COVID-19.

3. Track the number of days that exposed employees stay home to make sure they do not come back to work too soon.
- c. Campus Reporting Hotline Staff will provide a daily report of new cases to David Jones, Vice President for Student Affairs & Enrollment Management, Wendy Schuh, Director of Student Health Services, Chandler Holland, Director of Environmental Health, Safety, & Risk Management, and Brian Breck, Assistant Director for Human Resources.
- d. Human Resources may contact Wendy Schuh to notify MDH of the positive COVID-19 case.

Visitor/Vendor/Contractor Notification Processes:

1. Before coming to campus each day, a visitor will [complete a self-screening](#).
 - a. If the visitor answers yes to any of the questions, the visitor should not come to campus and seek medical advice.
 - b. If the medical advice is to get tested, the visitor should not come to campus until there is a test result.
 - c. If the test result is positive for COVID-19, then the visitor should notify their campus contact and call the Campus Reporting Hotline at 507-389-2030.
 - e. The Campus Reporting Hotline Staff will provide a daily report of new visitor cases to David Jones, Vice President for Student Affairs & Enrollment Management, Wendy Schuh, Director of Student Health Services, and Chandler Holland, Director of Environmental Health, Safety, & Risk Management.
 - d. Wendy Schuh will communicate with MDH on positive COVID-19 cases.
2. In the event of a positive COVID-19 case reported to MDH, and the person identifies as having recently visited campus, the following process will be followed:
 - a. A positive COVID-19 case is reported to MDH by a healthcare provider or laboratory.
 - b. Once MDH determines the person had campus exposure and MDH believes it is important to report this to the University, MDH will call the Campus Reporting Hotline at 507-389-2030 to notify the University.
 - c. The Campus Reporting Hotline Staff will record the information and maintain an inventory of reported cases.
 - d. The Campus Reporting Hotline Staff will provide a daily report of new cases to David Jones, Vice President for Student Affairs & Enrollment Management, Wendy Schuh, Director of Student Health Services, and Chandler Holland, Director of Environmental Health, Safety, & Risk Management.
 - e. MDH may begin contact tracing, which may include contacting Human Resources and/or Chandler Holland, Director of Environmental Health, Safety, & Risk Management to assist.

Other Important Reminders:

A suspected case or notice of a positive COVID-19 is serious and calls for the action identified above. At the same time there are some additional reminders that are important to keep in mind. Below is a list of do's and don'ts.

1. Each individual, with a positive COVID-19 case, has the option to notify the University of their positive test result. This is not a requirement, and no one will be compelled to notify us. However, it is our hope that the individual will notify us, so we can take appropriate steps because of this communicable virus. However, because COVID is a public health issue, information can be shared on a need-to-know basis. In the event others need to be notified of a suspected or positive COVID-19 test result, MDH and University administration will provide guidance on how to do that.
2. Each individual's health status is a private matter, and no one should publicly declare someone as sick. This includes NOT notifying classes, office colleagues, student clubs, teams, etc. unless with specific guidance. Supervisors and instructors do have the right to ask an employee or student to go home if COVID symptoms are present.
3. Current MDH recommendations include self-quarantining, if you have contact with a COVID-19 positive person. With the fluidity of the health of our community and the demands on healthcare providers, students and employees may not have "doctor's notes" to share with you. For the Fall 2020 semester, please extend some grace to students and colleagues who report being COVID-19 test positive. This is also true if someone has contact with someone who has COVID-19.
4. MDH will be the lead agency for contact tracing. We may be asked to assist but should not conduct our own contact tracing efforts without MDH's request.
5. It is currently not allowed to require a negative COVID-19 test prior to returning to work or prior to beginning a job.