



## UNIVERSITY OF CENTRAL OKLAHOMA COVID-19 EXPOSURE / INFECTION RESPONSE PROTOCOLS

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These protocols are valid for Fall 2020 and may change at any time based on guidance from the Centers for Disease Control and Prevention (CDC), the Oklahoma State Department of Health or at the direction of the UCO president.

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### PURPOSE

The following protocols are for when a student, employee, vendor, etc. has had direct exposure, develops symptoms or tests positive for COVID-19.

#### What to do if:

- **You test positive for COVID-19**
- **You have COVID-19 symptoms**
- **You have had direct exposure to someone with COVID-19**
- **You have an employee who has been directly exposed or tested positive for COVID-19**
- **Your workspace has had a nonemployee visitor with symptoms, exposure or positive test result**
- **You have questions about employee benefits related to testing, compensation and leave**
- **You have questions about how to get tested**

### IF YOU TEST POSITIVE FOR COVID-19:

- Stay home. Do not go to work, school or public areas except to get medical care.
- Notify the COVID-19 Response Team at 405-974-2345, [covid19response@uco.edu](mailto:covid19response@uco.edu) or by submitting the [COVID-19 Self-Reporting form](#).
  - You will be asked questions about where you have been on campus and who you have been in contact or shared space with.
- If you are a student, even if you do not live on campus, notify your professors.
- If you are a UCO employee, notify your UCO supervisor or contractor/vendor supervisor. You may be able to work from home or take paid leave.
- If you are a student living on campus, notify your residence hall staff.
- Please DO NOT call everyone that may have been exposed to you, even if you get a positive test result. UCO will coordinate all communication with those that may be impacted.
- Follow your doctor's advice.
- If you don't have a primary care doctor, follow [CDC guidelines on self-quarantine](#), personal health protection and when further action is needed.
- Do not return to campus until:
  - After 10 days since your test AND
  - You have had 24 hours with no fever without the use of fever-reducing medications AND
  - Other symptoms of COVID-19 are improving – *Please note that loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation.*

*\* Please note that even if you take a second COVID-19 test of any type during the ten days that you've isolated and you get a negative test result, you still should continue to isolate for those ten days.*

### **IF YOU HAVE SYMPTOMS (FEVER, COUGH, SHORTNESS OF BREATH, ETC.) OF COVID-19:**

- Stay home, except to get medical care/testing per your doctor's advice.
- Notify the COVID-19 Response Team at 405-974-2345, [covid19response@uco.edu](mailto:covid19response@uco.edu) or by submitting the [COVID-19 Self-Reporting form](#).
- If you are a student, even if you do not live on campus, notify your professors.
- If you are a UCO employee, notify your UCO supervisor or contractor/vendor supervisor. You may be able to work from home or take paid leave.
- Please DO NOT call everyone that may have been exposed to you, even if you get a positive test result. UCO will coordinate all communication with those that may be impacted.
- Follow [CDC guidelines on personal health protection](#), including wearing a mask when with others, washing your hands frequently and cleaning surfaces, as well as quarantine guidance.
- It is required that you get a PCR or antibody test. UCO does not recommend a rapid COVID-19 test, due to false negative results being reported on this type of test. For more information, visit the "[How Do I Get Tested for COVID-19?](#)" section.
- If your test is positive, follow the protocol for a positive test result.
- Do not return to campus until:
  - After 10 days since your test AND
  - You have had 24 hours with no fever without the use of fever-reducing medications **AND**
  - Other symptoms of COVID-19 are improving – *Please note that loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation.*
- If your test is negative, you can leave quarantine on the seventh day after your initial exposure, as long as you are not exhibiting symptoms.
- If you do not get a test you cannot return to campus for at least fourteen (14) days.

### **IF YOU HAVE BEEN DIRECTLY EXPOSED TO SOMEONE THAT HAS TESTED POSITIVE FOR COVID-19:**

- Stay home and isolate yourself, just as if you had symptoms.
- Notify the COVID-19 Response Team at 405-974-2345, [covid19response@uco.edu](mailto:covid19response@uco.edu) or by submitting the [COVID-19 Self-Reporting form](#).
- If you are a student, even if you are an off-campus student, notify your professors.
- If you are living on campus, notify your residence hall staff.
- If you're a student employee on campus, notify your supervisor.
- Please DO NOT call everyone that may have been exposed to you, even if you get a positive test result. UCO will coordinate all communication with those that may be impacted.
- Contact your doctor or medical provider for guidance regarding testing.
- If you do not have a doctor or a primary care physician, follow [CDC guidelines about when to get tested](#).
- Follow [CDC guidelines](#) on personal health protection, including wearing a mask when with others, washing your hands frequently and cleaning surfaces, as well as quarantine guidance.

- Get a COVID-19 test that is NOT a rapid test (commonly referred to as a PCR test). For more information, visit the [“How Do I Get Tested for COVID-19?”](#) section.
- It is recommended that you get a PCR test five (5) to seven (7) days after exposure to the virus.
- Monitor yourself for symptoms for 14 days following exposure.
- Remain isolated from others at home until test results are available.\*
- If your results are positive, remain isolated and follow the [positive test result protocol](#). Please note that you should report your test result to the COVID-19 Response Team, even if you have already submitted a report for your direct exposure.
- If your results are negative, you can leave quarantine on the seventh day after your initial exposure, as long as you are not exhibiting symptoms, according to [CDC guidelines](#).

*\*If you have not received your test results back but have not exhibited any symptoms within the 14 days following exposure or have been without a fever for at least three days, you are free to return to campus.*

### **IF YOU ARE A SUPERVISOR AND ONE OF YOUR UCO EMPLOYEES HAS BEEN DIRECTLY EXPOSED OR HAS TESTED POSITIVE:**

- Tell them to stay home and isolate and to seek advice from their doctor regarding care and testing.
- Notify the COVID-19 Response Team at 405-974-2345, [covid19response@uco.edu](mailto:covid19response@uco.edu) or by submitting the [COVID-19 Self-Reporting form](#).
  - You will be asked questions to help understand the scale of the potential exposure and advice on how to proceed.
- Notify your supervisor.
- Due to HIPAA and privacy laws surrounding personal medical information, do not notify others. The COVID-19 Response Team will take care of further notifications.
- Ask questions of the employee to determine if other employees or students have been exposed to this person.
  - A person’s medical condition and records are protected information (HIPAA). Do not convey directly to others the name of the employee.
  - Ask who the person has had direct contact with and the physical spaces (rooms, buildings, etc.) the employee occupied since they likely contracted the virus.
- Vacate the area where the employee works and other places where the employee has been to the best of your ability until the space can be sanitized. Keep other employees and students out of the area.
  - Through your Building Captain, submit a work order via the FAMIS work order system requesting that WFF sanitize the areas, surfaces and equipment in question
    - Enter the priority as “Urgent – Level 2”. This will generate a response during business hours of less than two (2) hours, but they will seek to get there more quickly.
    - If your building captain is not available, call Facilities Management at 405-974-2247.
    - WFF will spray/fog areas at no cost to individual UCO departments, once per incident.
    - Once sanitizing work is complete, the area can be reoccupied immediately.
- Tell your employee NOT to come to campus for any reason until the appropriate amount of time has passed, based on their situation and these protocols. Tell them they will be contacted by the COVID-19 Response Team for information to assist with contact tracing and next steps.
  - If they need something from the office arrange to have it delivered to them safely.

**IF YOU ARE INFORMED THAT A PERSON WHO IS NOT AN EMPLOYEE BUT HAS RECENTLY BEEN IN YOUR WORKSPACE (VENDOR, STUDENT, VISITOR, ETC.), HAS BEEN DIRECTLY EXPOSED, HAS SYMPTOMS OR HAS TESTED POSITIVE:**

- Call the COVID-19 Response Team at 405-974-2345 for assistance in determining the type of response necessary, based on all known factors.

**WHAT KIND OF COVID-19-RELATED BENEFITS TO EMPLOYEES HAVE?**

- **Testing at No Cost:** Employees who have elected medical insurance coverage under one of the UCO health plans (and their covered dependents) receive no cost testing for COVID-19 testing at a location of choice, as mandated under the Families First Coronavirus Response Act (FFCRA). The CARES Act *provider relief fund* reimburses healthcare providers who administer COVID-19 test to uninsured individuals. The Oklahoma City-County Health Department provides testing without charge at one of many designated testing locations. You should consult the department's [website](#) for a list of testing locations, hours and additional requirements.
- **Campus Exposure Testing & Quarantine Compensation:** Employees who are directed by the university to leave work to be COVID-19 tested and to remain quarantined until a negative test is received or are directed to leave work to permit enhanced sanitation of work areas **AND** who are unable to telework will be paid through Administrative Leave without any impact to personal leave balances.
- **Employee COVID-19 Illness:** An employee who tests positive for COVID-19 and is unable to telework may be eligible to receive paid benefits under FFCRA, and should contact [benefits@uco.edu](mailto:benefits@uco.edu) to discuss.
- **Extended Illness Compensation:** Employees who experience prolonged illness due to COVID-19 will use all available personal leave until it is exhausted.

**HOW DO I GET TESTED FOR COVID-19?**

Your best first action is to contact your primary care physician for guidance on care of symptoms and help getting a test. They can help determine if testing is needed and help schedule a time and location for a test.

If you don't have a primary care physician or want to get a test without a doctor's referral, you can pursue it a number of ways – tests must be scheduled in advance after being screened based on your situation at all locations:

1. [Oklahoma City/County Health Department](#) via their website or call 405-425-4489 from 8 a.m.-4:30 p.m. Monday through Friday.
2. [OU Physicians Health and Wellness Clinic](#) via their website or call 405-271-8261 during business hours.
3. [CVS Pharmacy](#) via their website to be screened and schedule a test locally if you qualify per their requirements.
4. [Oklahoma State Department of Health](#) via their website for locations of testing by county. Their phone number for triage screening is the same as Oklahoma City/County Health Department.

5. [QuestDirect](#) via their website to be screened and schedule a test, if you qualify.
6. [Healix Pathology](#) via their website from 9 a.m.-3 p.m. every Monday, Wednesday and Friday, at New Covenant Methodist Church, 2700 S. Boulevard, in Edmond. The testing site offers PCR COVID-19 testing at no cost.

Follow [CDC guidelines](#) about when you should get tested.

### **Helpful Tips for Testing**

- Regardless of how you pursue it, make sure you tell the person screening your situation if you were in direct contact with someone who has tested positive. They will help schedule a time and location to be tested if you meet their requirements.
- Depending on the testing source it may take days to get results.
- If you have not received your test results back, you may only return to campus if: you have not exhibited any symptoms within the 14 days following exposure or have been without a fever for at least three days.
- If test results are positive, treat your symptoms according to your doctor's advice while staying isolated from others at home, unless directed to go to a medical facility.
- Follow the university protocol for those who test positive by contacting the UCO Department of Public Safety at 405-974-2345 or [covid19response@uco.edu](mailto:covid19response@uco.edu).

### **HELP PREVENT THE SPREAD (CDC RECOMMENDATIONS):**

- Wash hands often with soap and water for 20 seconds or hand sanitizer with at least 60% alcohol.
- Avoid close contact with people who are sick.
- Physically distance yourself from others (6 feet minimum).
- Wear a mask when around others (required on campus).
- Cover your cough or sneeze, even if wearing a face covering (mask).
- Clean and disinfect frequently touched objects and surfaces daily.
- For more COVID-19 guidance and information, visit [www.cdc.gov](http://www.cdc.gov).

For information on UCO's response to COVID-19, visit the [COVID-19 Response website](#) or call the COVID-19 Response Team at 405-974-2345.