

## PROCEDURES FOR STUDENTS

### If you might be sick

1. Quarantine yourself where you live, avoiding contact with others as much as possible
2. Contact Health Services (765-983-1328; healthservices@earlham.edu) and follow their instructions. Health Services is open Monday-Friday from 8:30-4:30, closed from 1-2 pm for lunch.
  - a. If it is after hours or weekends, contact Public Safety at 765-983-1400
3. If you receive a diagnosis of something other than COVID-19, follow your health care provider's instructions for returning to classes and other on-campus engagements

### If you are diagnosed with COVID-19 or a person in your dorm room is diagnosed

1. Submit the positive COVID test result and provide other necessary information to Earlham's Contact Tracing team:  
[https://earlham.az1.qualtrics.com/jfe/form/SV\\_eRnmyNurjm61VxX](https://earlham.az1.qualtrics.com/jfe/form/SV_eRnmyNurjm61VxX)
2. Contact Health Services (765-983-1328; healthservices@earlham.edu) and follow their instructions. Health Services is open Monday-Friday from 8:30-4:30, closed from 1-2 pm for lunch.
  - a. If it is after hours or weekends, contact Public Safety at 765-983-1400
3. Isolate in your room (or in isolation housing provided to you) for at least 10 days or longer, as instructed by Health Services
4. Care for yourself as best you can, monitoring your symptoms. Report worsening or life-threatening symptoms to Health Services.
5. Contact your instructors to discuss virtual engagement in classes and/or to make arrangements for course work.
6. After 10 days, once you are free from a fever for more than 24 hours without the use of fever-reducing drugs and your other symptoms have improved, you are able to return to classes/work. Please continue to observe best practices to protect public health (e.g., masks, hygiene, distancing, etc.).
  - a. See this helpful resource [about individual behaviors and timelines](#), from the Indiana State Department of Health.

### If you are contacted about close contact exposure due to a confirmed positive case via Earlham Contact Tracing

1. If you have been identified as having been in ongoing close contact (within 6 feet for a period of 15 minutes or longer) with an infected individual on campus, you will receive an instructional e-mail and/or phone call from our contact tracing team with 12 hours of a confirmed positive case. You may also be contacted by contact tracers with the Indiana State Department of Health.
  - a. Due to federal privacy laws, the identity of the individual(s) who have tested positive for the virus will not be disclosed. We will also not publicly share identities with other members of the campus community.
2. Follow the guidelines for quarantine as provided in the email and/or phone call.
3. Contact your instructors to make arrangements for coursework to be completed virtually until self-isolation has been completed.

## PROCEDURES FOR EMPLOYEES

### If you might be sick

1. Quarantine yourself where you live, avoiding contact with others as much as possible
2. Contact a health professional and follow their instructions
3. If you receive a diagnosis of something other than COVID-19, follow your health care provider's instructions for returning to classes/work

### If you are diagnosed with COVID-19 or a person in your household is diagnosed

1. Submit the positive COVID test result and provide other necessary information to Earlham's Contact Tracing team:  
[https://earlham.az1.qualtrics.com/jfe/form/SV\\_eRnmyNurjm61VxX](https://earlham.az1.qualtrics.com/jfe/form/SV_eRnmyNurjm61VxX)
2. Isolate at home (or in isolation housing provided to you) for at least 10 days
3. Care for yourself as best you can, monitoring your symptoms
4. Inform your supervisor of your expected absence and work with Human Resources and your supervisor to make a plan for remote work, as possible
5. After 10 days, once you are free from a fever for more than 24 hours without the use of fever-reducing drugs and your other symptoms have improved, you are able to return to classes/work. Please continue to observe best practices to protect public health (e.g., masks, hygiene, distancing, etc.).
  - a. See this helpful resource [about individual behaviors and timelines](#), from the Indiana State Department of Health.

### If you are contacted about close contact exposure due to a confirmed positive case via Earlham Contact Tracing

1. If you have been identified as having been in ongoing close contact (within 6 feet for a period of 15 minutes or longer) with an infected individual on campus, you will receive an instructional e-mail and/or phone call from our contact tracing team with 12 hours of a confirmed positive case. You may also be contacted by contact tracers with the Indiana State Department of Health.
  - a. Due to federal privacy laws, the identity of the individual(s) who have tested positive for the virus will not be disclosed. We will also not publicly share identities with other members of the campus community.
2. Follow the guidelines for quarantine as provided in the email and/or phone call.
3. Employees should quarantine at home for 10 days, engaging in remote work as possible. Assuming you do not develop symptoms OR that you are free of a fever for at least 24 hours without the use of fever-reducing drugs and your other symptoms have improved, AND you have evidence of a negative test, you can resume on-campus engagement.
  - a. Under the Families First Coronavirus Response Act, if Earlham employees are away from work and unable to work remotely, they will be paid all or a portion of their regular wage without using sick, personal, or vacation time.<sup>1</sup> If you have

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<sup>1</sup> Generally, the Act provides that employees at Earlham are eligible for:

- *Two weeks (up to 80 hours) of paid sick leave at the employee's regular rate of pay* where the employee is unable to work because the employee is quarantined (pursuant to Federal, State, or local government order or advice of a health care provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis; or
- *Two weeks (up to 80 hours) of paid sick leave at two-thirds the employee's regular rate of pay* because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or

questions or need to report the need to use time under the Act, please contact the Human Resources Department at HR@Earlham.edu.

If you have a student in your class who has tested positively or was in close contact with someone who has, but you were not in close contact

1. You will receive notification that a student(s) in your class must engage in remote work for 10 days. This will not include the name of the student(s).
2. Unless you have been told otherwise by the contact tracing team, being in a classroom with a person infected with COVID is not considered close contact, nor is being in a room with someone who has been in close contact with a person infected with COVID. Thus, you should continue to engage as normal. There is no need for you or your students to quarantine or isolate, unless you are told otherwise.
  - a. However, faculty members should assess risk (see above assumptions about classroom engagement, plus knowledge of your own teaching schedule, such as “we did not have our last class session in person; students were watching a movie on their own for later discussion” or “students came to class in small groups” or “I had 30 minute meetings with every student in my class and it’s possible that we were sitting only 5 feet apart” etc.)
  - b. If you have concerns that your engagement was close contact, contact the Academic Deans (academicdean@earlham.edu) to work through possible adjustments and facilitate additional information to go to the contact tracing team.
  - c. As always, continue to monitor yourself for possible symptoms.

If someone contacts you about their own possible exposure

*For example, a student contacts a faculty member to say that they have been told to quarantine, or an employee contacts a supervisor to say that their child was sent home from school due to exposure.*

1. Ask that person what they have been told to do for quarantine (e.g., length of time, etc.)
2. Support remote work planning and/or alternate assignments
  - a. The possibly exposed person may not have to quarantine if exposure is to something other than COVID (e.g., the sore throat of a roommate or child was due to strep, etc.)
3. You and others in your area/class do NOT need to end in-person engagements (you are a contact of a contact), but continue engaging in best strategies to minimize close contact and support public health

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local government order or advice of a health care provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor; and

- *Up to an additional 10 weeks of **paid expanded family and medical leave** at two-thirds the employee’s regular rate of pay where an employee, who has been employed for at least 30 calendar days, is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.*

## **CONTACT TRACING AT EARLHAM COLLEGE**

Earlham's Contact Tracing team consists of Cathryn Dickman, Jennifer Ferrell, Bill Kinsey, and Amanda Wright, all of who have training on the process for contact tracing from the Johns Hopkins Bloomberg School of Public Health.

Earlham community members are asked to submit a positive COVID test result and provide other necessary information to Earlham's Contact Tracing team:

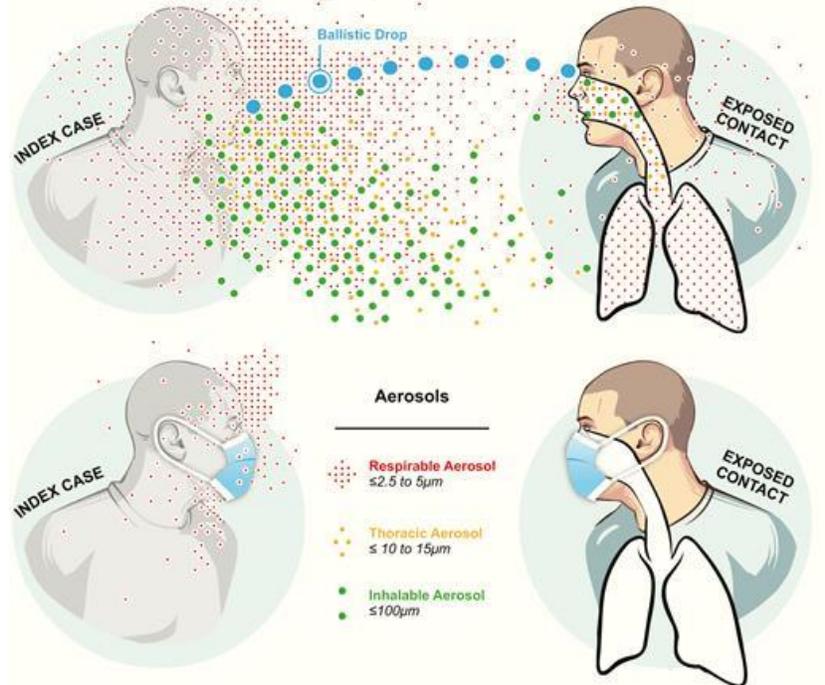
[https://earlham.az1.qualtrics.com/jfe/form/SV\\_eRnmyNurjm61VxX](https://earlham.az1.qualtrics.com/jfe/form/SV_eRnmyNurjm61VxX)

Contact tracers will work with a person diagnosed with COVID to determine who is considered to have had close contact in the prior 48 hours. People determined to have been in close contact will be notified within 12 hours of the contact tracing team receiving information. Contact tracing is a confidential process because it involves health information. This means that you will not be told the name of the person who tested positively for COVID when you are contacted by a member of the contact tracing team. Our Earlham team is also working with the Indiana State Department of Health. Our team reports cases via a state portal, which means that close contacts of a person who tested positively may also hear from contact tracers working with the state.

If the person diagnosed is a student, in-person engagement in classes is generally not considered close contact. However, our contact tracing team will send an email to the faculty member for that class. This will not include the name of the student, but students have been instructed to contact instructors about coursework as they are able. If the student provides information that indicates close contact occurred in a classroom setting, those individuals (students or faculty) will be notified that they were a close contact.

## **BACKGROUND INFORMATION AND DEFINITIONS**

There is a lot still unknown about COVID-19. Prevailing evidence supports spread primarily through airborne particles of various sizes (see below). Masks minimize the spread of those particles, air flow and filtration impact the disbursement of those particles, and physical distance reduces the likelihood of contact with larger particles.



Donald K Milton, A Rosetta Stone for Understanding Infectious Drops and Aerosols, *Journal of the Pediatric Infectious Diseases Society*, 2020, p1aa079, <https://doi.org/10.1093/jpids/p1aa079>

The viral load present in a person with an infection varies over the duration of the illness (including prior to the onset of symptoms) and by individual, which leads to recommendations for minimizing “close contact” with others. The CDC is operationally defining “[close contact](#)” as engagement with a person for 15 minutes or more at a distance of less than 6 feet apart. Anyone interaction that does not fall into this framework is not considered close contact. Contact tracing is used to inform and quarantine close contacts of a person infected with COVID-19. Earlham will also use contact tracing to inform teaching faculty if a student enrolled in their class tests positively, even though classroom engagement should fall outside of close contact.

Campus behavior expectations should minimize opportunities for close contact and match [CDC recommendations for prevention](#).

- Masks required when in common spaces and/or in the presences of others
- 6-foot distance separation (unless in space where that distance is impossible)
- Daily disinfecting of commonly-touched surfaces (including in classrooms, by classroom occupants)
- Regular hand-washing, covering coughs and sneezes
- Daily monitoring of symptoms associated with COVID-19
- Fewer than 24 students in a classroom at one time
- Classrooms in buildings with air filtration and circulation

Experiences with COVID infections vary widely from person to person. Some people with active infections are asymptomatic for the duration of their infection. Others will experience serious, sometimes life-threatening, symptoms, such as the inability to breathe. The majority of people with active infections fall somewhere between these two extremes. Symptoms of COVID include the following, though not all symptomatic infected individuals will experience all symptoms:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches/pain
- Headache (sometimes severe)
- Sore throat
- Congestion or runny nose
- New loss of ability to taste or smell
- Nausea or vomiting
- Diarrhea

## **Definitions**

*Isolation:* This is the separation of a person with an infection from people who are not infected, which may mean staying home and away from family members, moving to a separate location, etc.

*Quarantine:* This is the separation of a person who was exposed to a positive case but who has not tested positively themselves. People in quarantine are told to avoid others and monitor themselves for the development of symptoms.

*Close Contact:* As defined above, this is in-person engagement for a minimum of 15 minutes within 6 feet of distance with a person who tests positively for COVID during the two days prior to the start of symptoms or a positive test result even when asymptomatic. Close contact is determined whether or not one or both people were wearing masks. Sometimes this is called primary exposure.

*Secondary Contact:* This could mean being in the same indoor space as a person infected with COVID, even for a prolonged time. This could also mean that you were in contact with someone who was in contact with a person who tested positively (a “contact of a contact”). In general, there is no restriction on in-person engagement in for this type of contact.

*Contact Tracing:* Based on information from a person with COVID, emails, texts, and calls to people who were determined to be in close contact. If you receive a positive COVID test result, please use the contact tracing form, which is linked here:

[https://earlham.az1.qualtrics.com/jfe/form/SV\\_eRnmyNurjm61VxX](https://earlham.az1.qualtrics.com/jfe/form/SV_eRnmyNurjm61VxX).