



SACRAMENTO STATE
Redefine the Possible

Sacramento State COVID 19 Exposure Risk Investigation and Mitigation Guidance

As we begin to move forward with more on-campus engagement, we are committed to maintaining the health and safety of our students, faculty, and staff. Despite our best efforts to maintain physical distancing, requiring face coverings, and other preventative practices, we must plan for the expected likelihood that there will be new and/or suspected cases of COVID-19 among our campus community. This guidance is intended to assist in preparing for “what to do” when the campus is made aware of a COVID-19 positive campus member or a suspected exposure to COVID-19. Student Health & Counseling Services (SHCS) is working collaboratively with Sacramento Public Health to assist in evaluating illness and investigating possible exposures to reduce the spread of COVID-19. SHCS is serving as the centralized source for reporting, guidance, and management of a COVID -19 exposure on campus.

Report of COVID-19 related illness/symptoms/positive test/possible exposure

Student Report (this also applies to student internships or clinical rotations in health care settings)

If a student or student employee reports COVID like symptoms (fever, cough, shortness of breath, sore throat, nausea, diarrhea, or loss of taste or smell) or have incurred a potential COVID exposure, the University recommends that the student stay home and not come to campus. The student should be sent the link to report [COVID-19 Illness/Exposure Report Form](#) to SHCS or submit the report via the Sac State app (launch date for app TBA). If the student contacts their faculty or supervisor directly they may choose to complete the form on behalf of the student or in addition to the student. SHCS will be able to cross reference for duplicates. The faculty or supervisor should inform the student that someone from SHCS will be in contact within 24 hours to do a case interview and determine exposure risk, provide medical care, testing options, and self-quarantine instructions. Upon completion of the case interview, SHCS will consult with Risk Management and/or Sacramento County Public Health if appropriate. If it involves a student employee, Risk Management will contact the student employee regarding worker’s compensation if appropriate. Risk Management will also coordinate with Facilities

Management regarding any special disinfecting protocols that need to be initiated and/or any risk mitigating changes to the workplace. SHCS will also follow-up with the supervisor or faculty member to inform them of the potential risk exposure, and Risk Management will follow up with an assessment of the mitigation measures that may need to be changed. The supervisor and/or faculty member needs only to notify SHCS as all other actions will be initiated by SHCS and Risk Management. This will also help to ensure patient privacy by only notifying SHCS. SHCS may also notify the appropriate campus administrator.

Employee/Faculty Report

If an employee or faculty reports a personal COVID-19 related illness, symptoms, positive test result, or possible exposure, they should be advised to self-quarantine and not report to work. They should also report to SHCS using the [COVID-19 Illness/Exposure Report Form](#). SHCS will contact the employee or faculty to determine campus risk, provide guidance for medical care, self-quarantine, and criteria for returning to campus. In the case of an employee or faculty, they will be referred to their personal medical provider for medical care if appropriate. After the case interview with the employee or faculty, SHCS may determine that other employees, faculty, or students may need to be notified about possible exposure. SHCS will work with the appropriate campus department to determine a list potential contacts and provide notification. SHCS will also contact Risk Management and Sacramento County Public Health to determine if any other appropriate mitigation measures, such as thorough cleaning of the area; notification of other students or employees; testing recommendations, etc. are to be initiated. Risk Management will contact the employee regarding worker's compensation as appropriate. Risk Management will review the safety protocol for the employee's work tasks and make any appropriate changes to the protocol to further mitigate any risk for the employee and department. Additionally, SHCS will be tracking all cases to assist EH&S and Human Resources to report cases to the appropriate regulatory agencies as required. Any employee or faculty requesting information related to leave options or benefit coverage should be referred to the Benefits Office in Human Resources <https://www.csus.edu/administration-business-affairs/internal/your-hr/coronavirus-faqs-from-hr.html>. As previously stated, the supervisor of the employee or faculty only needs to notify SHCS to protect employee and faculty privacy. SHCS will follow up with the supervisor indicated on the form, as well as campus administration, as appropriate.

Housing Report

Students living on-campus may report COVID related illnesses, symptoms, or possible exposures. Depending on who the student reports to (RLC, RA, etc.) the [COVID-19 Illness/Exposure Report Form](#) should be completed and submitted by the receiving housing authority to SHCS. SHCS will be in direct contact with the Director of Housing regarding

possible quarantine measures and any other appropriate mitigation measures to be implemented. SHCS will inform Risk Management if student employees are involved for workers compensation purposes and for any risk mitigation or disinfecting recommendations that may need to be coordinated with Facilities Management. SHCS will also be in contact with the student to ensure appropriate medical care is provided and that the student has an understanding of the quarantine requirements.

Athletics Report

Student athletes that report or are screened positive for any COVID-19 related illness, symptoms, or possible exposure to the athletic trainer will be referred to SHCS by the athletic trainer. SHCS will evaluate and provide medical care to the athletes. Additionally, SHCS will work with Athletics, Risk Management, and Facilities Management to ensure appropriate quarantine and mitigation measures are in place. Risk Management will provide worker's compensation information to any athletics employee as appropriate.

Campus Auxiliaries Report

Any student or employee report in any of the campus auxiliaries (The WELL, UU, ASI affiliated programs, etc.) should follow the same report notification for students and employees as previously described [COVID-19 Illness/Exposure Report Form](#). Auxiliary personnel that receive a report of a COVID-related illness, symptoms, or possible exposure from a student, employee, or a general public patron should only report to SHCS, to ensure the employee and student privacy. SHCS will also follow up with the appropriate supervisor and administrator. SHCS will ensure that campus auxiliaries are designated for any regulatory reporting agency requirements they may have.

For additional guidance or any specific concerns please contact Joy Stewart-James, SHCS, jsjames@csus.edu or 916-216-5681.



thewell

SAC STATE / STUDENT HEALTH &
COUNSELING SERVICES

COVID-19 Illness/Exposure Report

Please use this form to report any COVID-19 related illness, symptoms, or possible exposure. Student Health is working collaboratively with Sacramento Public Health to assist in evaluating illness and investigating possible exposures to reduce the spread of COVID-19. Expect a call from Student Health within 24 hours.

Name *

First

Last

What is your campus affiliation? *

Student Staff Faculty

Student/Employee ID *

Best Contact Phone Number *

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Email *

Supervisor, if applicable

Department Administrator

If you develop symptoms of a respiratory illness (fever, sore throat or cough) you should begin self-isolation and contact Student Health at 916-278-6461, or your medical provider, as soon as possible. If you have chest pain, or trouble breathing, call 911.

Submit

Report of COVID Symptoms, Illness, or Exposure

