

<b>Policy:</b> Interim COVID-19 Response Policy	<b>Policy Number:</b> I-5.7
<b>Policy Owner(s):</b> Human Resources	<b>Original Date:</b> 9/16/2020
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- I. **POLICY:** To respond to various scenarios that may be presented as to COVID-19 exposure by faculty, staff and visitors, the University will act with the public health and safety of all members of the University community and the public as its highest priority. The University establishes this interim policy and procedure to address the University's determinations and protocols applicable to a variety of scenarios that may arise related to diagnosis of, testing for, or exposure to COVID-19. University supervisors and leaders making decisions regarding these scenarios under COVID-19 should refer to this policy and procedures for direction regarding how to respond to various situations. However, the University and its leaders reserve the right to make determinations about COVID-19 responses based on the individual circumstances, current or new direction or guidance of public health officials, or public health and safety considerations.
  
- II. **PURPOSE:** To establish a policy and procedures to address University determinations and protocols applicable to scenarios involving exposure, prevention and communication related to COVID-19 issues.
  
- III. **SCOPE:** All employees, contractors, service members, and visitors of John Carroll University. Cooperating teachers who are employed by school districts, or other organizations or entities and supervise JCU students in an off-campus educational internship setting are not subject to this policy. Human Resources may determine that other individuals acting in a capacity not on JCU's campus or who do not interact with the campus community may not be subject to this policy.

NOTE: The University has established a separate Interim COVID-19 protocol for students.

IV. **DEFINITIONS:**

**Booster:** Additional dose of COVID-19 vaccine, of any type, needed periodically to "boost" the individual's immune system. See CDC guidance on boosters: <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/booster-shot.html>

**CCBH:** Cuyahoga County Board of Health

**Close Contact:** Being within 6 feet of an individual who has tested positive or been diagnosed with COVID-19 for a total cumulative time of 15 or more minutes in a 24-hour period, with or without a mask or facial covering, from 2 days prior to the onset of symptoms (or 2 days prior to the positive test result for asymptomatic individuals) to the time of isolation.

**Contact Tracer:** A designated and trained member of the JCU community or retained by the University to conduct tracing to determine individuals of the JCU community who may have had [close contact](#) or exposure to the individual who tested positive or was diagnosed with COVID-19.

**Fully Vaccinated:** In general, an individual is considered [Fully Vaccinated](#): ±

- 2 weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or
- 2 weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine

**Face Mask or Face Covering:** A face [Mask or Face Covering](#) that covers the individual's nose and mouth. (See CDC guidance on masks: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>)

**Physical Distancing or Social Distancing:** maintaining a distance from another individual of at least 6 feet to help prevent the spread of COVID-19.

**PPE:** Personal protective equipment such as masks, face shields, or other protective equipment for the prevention of the spread of COVID-19.

**Up-to-Date on Vaccines:** An individual is up-to-date on COVID vaccinations if they meet any of the following:

- (1) Received a Booster of any vaccine, or
- (2) Received a primary series of Pfizer or Moderna vaccine in the last six (6) months, or
- (3) Received a primary dose of the Johnson & Johnson vaccine within the last two (2) months.

**V. PROCEDURES:**

University leaders and supervisors will refer to these procedures for direction and protocols in circumstances when a report is received

indicating that an employee, service member, or visitor has been exposed to, tested positive for, been tested for, or been diagnosed with COVID-19.

A. Scenario #1: No Presence on Campus

The following protocol applies when a Faculty Member, Staff Member, JCU Contractor, Service Member, or Visitor has been diagnosed with or tested positive for COVID-19 but **has not** been on campus or has not been exposed to University community members from 2 days prior to the onset of symptoms (or 2 days prior to the positive test result for asymptomatic individuals) to the time of the individual's isolation. This would include if the individual has not been on campus in that time frame or has had no exposure to other JCU community members in that time frame. (i.e., employee working online; student who has been in quarantine and fully compliant with quarantine protocols etc.):

1. As necessary and appropriate, Human Resources or the Director of Regulatory Affairs and Risk Management (in consultation with the Director of the Health Center) will confirm with the individual the directives of their health care provider (if the individual has consulted with a health care provider) concerning any positive testing or diagnosis for COVID-19.
2. Human Resources or the Director of Regulatory Affairs or Risk Management will confirm the last date that the faculty or staff member (or JCU contractor or visitor) was last on campus or exposed to JCU community members.
3. If the individual received a positive COVID-19 test result or diagnosis but the individual has not been on campus from 2 days prior to the onset of symptoms (or 2 days prior to the positive test result for asymptomatic individuals) to the time of individual's isolation or has not exposed a University community member who has been on campus from 2 days prior to the onset of symptoms (or 2 days prior to the positive test result for asymptomatic individuals) to the time of individual's isolation, the University is not required to take any further action or to contact the Cuyahoga County Board of Health ([CCBH](#)) or other applicable board of health. Any questions or concerns about follow up with the [CCBH](#) should be directed to the Director of Regulatory Affairs and Risk Management or the Director of the Health Center.
4. If requested by [CCBH](#) or other public health official, the Director of the Health Center or Director of Regulatory Affairs and Risk Management

will assist the [CCBH](#) in identifying whether there is potential exposure to the University community from the individual.

5. If there is no known exposure to the University community, JCU does not need to notify the campus community about the fact, unless the individual is in a key or public role, in which case, the COVID-19 Task Force (or designated subcommittee of that Task Force) will determine whether notice should be provided to the JCU community, and if so, whether the name should be provided. In this case, prior to utilizing the name, the University first should seek permission from the individual to release their name.
6. Human Resources or Regulatory Affairs and Risk Management will reach out to the individual(s) to offer support and assistance.
7. As needed, the Director of the Health Center or Director of Regulatory Affairs & Risk Management will continue contact with the [CCBH](#) or other public health officials for guidance, as needed.

**B. Scenario #2: Possible Exposure on Campus to COVID-19 via JCU Community Member who HAS COVID-19**

The following protocol applies when a Faculty Member, Staff Member, Service Member, JCU Contractor or Visitor has been diagnosed with (whether a test result is pending or not) or tested positive for COVID-19 **and has** been on campus or has been exposed to University community members from 2 days prior to the onset of symptoms (or 2 days prior to the positive test result for asymptomatic individuals) to the time of individual's isolation. This would include if the individual has been on campus in that time frame or has had exposure to other JCU community members in that time frame (e.g. Staff member who has been working on campus or Contractor who has performed work on campus during that time):

1. As necessary and appropriate, Human Resources or the Director of Health Center or the Director of Regulatory Affairs & Risk Management will confirm with the individual the directives of the individual's health care provider (if the individual consulted with a health care provider) concerning any positive testing or diagnosis for COVID-19. Any positive test result or diagnosis of COVID-19 will be included on the JCU COVID-19 dashboard <https://jcu.edu/health-dashboard>.
2. The individual will be advised not to return to campus until:

- a. For symptomatic individuals: 5 days have passed since the onset of symptoms, and 24 hours after the resolution of any fever without fever-reducing medication, and other symptoms are resolving; OR
  - b. For asymptomatic individuals: 5 days after the first positive test for COVID-19 or first diagnosis for COVID-19 by a health care provider; OR
  - c. For extenuating circumstances only and with written permission only, Human Resources authorizes return following additional information such as a negative test result and/or return-to-work authorization from a health care provider.
3. Upon return to campus after 5 days, the individual must wear a mask at all times around others for an additional 5 days.
4. Human Resources or the Director of Regulatory Affairs & Risk Management will confirm the last date the faculty or staff member (or JCU contractor or visitor) was last on campus or exposed to a University community member who has been on campus. Human Resources or Regulatory Affairs & Risk Management will ask the individual 1) who the person had [Close Contact](#) from 2 days prior to the onset of symptoms (or 2 days prior to the positive test result for asymptomatic individuals) to the time of individual's isolation, and 2) whether the individual was wearing a mask and/or maintaining [Physical Distancing](#) during any on-campus exposure during this time frame.
5. If there is a positive test result or diagnosis and the individual has been on campus and/or may have exposed a University community member from 2 days prior to the onset of symptoms (or 2 days prior to the positive test result for asymptomatic individuals) to the time of individual's isolation, the University is not required to contact the [CCBH](#), per the [CCBH](#) directives. However, the Director of Regulatory Affairs & Risk Management and/or the Director of the University Health Center will determine if extenuating circumstances may warrant contact with the Board of Health, such as for questions regarding Close Contacts with others on campus; symptoms or presumptive diagnosis of COVID-19 among a number of employees in a particular area; [Close Contact](#) with a large group on campus without use of appropriate COVID-19 [PPE](#) or [Physical Distancing](#); or other such extenuating circumstances. If so, the Director of the Health Center or the Director of the Regulatory Affairs/Risk Management will call the [CCBH](#) (216-201-2090) or the Ohio Department of Health (833-427-5634) for direction.

6. If there is a positive test result or diagnosis and the individual has been on campus within a particular department from 2 days prior to the onset of symptoms (or 2 days prior to the positive test result for asymptomatic individuals) to the time of individual's isolation but there is *no indication* of [Close Contact](#) with a member of the JCU community, Human Resources and/or Regulatory Affairs/Risk Management will advise the department head or supervisor that an individual who was present within the department during this time frame tested positive or was diagnosed with COVID-19, without providing the name of the individual. The department head or supervisor may advise the department that a positive test result or diagnosis has occurred among a person within that department, but may not utilize the name of the individual with the positive COVID-19 test or diagnosis. Department members may be advised to monitor themselves for symptoms and to follow all COVID-19 health and safety protocols. The department or area will be advised that:
  - a. they will not be considered to have [Close Contact](#) with the individual if they were practicing [Physical Distancing](#) when present with the individual;
  - b. they should continue to wear masks while on campus consistent with the Interim COVID-19 Policy and CDC guidance.
  
7. If there is a positive test result or diagnosis and the individual has been on campus from 2 days prior to the onset of symptoms (or 2 days prior to the positive test result for asymptomatic individuals) to the time of individual's isolation and there was [Close Contact](#) with another member of the University community during that time, Human Resources, Regulatory Affairs & Risk Management and/or the department supervisor will notify the department and/or individuals directly exposed to the individual. This shall occur in-person, by email, or by phone or Zoom. The name of the individual with a positive diagnosis will not be revealed unless the individual provides permission to do so, or unless the Human Resources or Regulatory Affairs & Risk Management determines it is necessary to reveal the name for public health reasons. The department or area will be advised that:
  - a. they were exposed to an individual who tested positive for or was diagnosed with COVID-19;
  - b. if there was [Close Contact](#), and the person exposed is NOT Up-to-Date with Vaccines, the person must leave campus immediately and self-quarantine a minimum of 5 days after the date of last exposure;

- i. they should monitor themselves for symptoms of COVID-19;
  - ii. test on day 5 if possible and/or consult with their health care provider regarding the advisability of being tested for COVID-19;
  - iii. they may be notified by a JCU or [CCBH Contact Tracer](#) who will be investigating exposure to COVID-19; and
  - iv. they should not come onto campus if they exhibit any symptoms of COVID-19.
- c. A [Close Contact](#) who is Up-to-Date with Vaccines does not need to quarantine if they do not exhibit any symptoms of COVID-19, but should be tested on day 5, if possible, and are required to wear a Mask or Face Covering for a minimum of 10 days.
- d. If an individual who is Up-to-Date with Vaccines is exhibiting symptoms of COVID-19, the employee should be tested for COVID-19 and is required to isolate as noted in Section 6 above, unless they learn that the results of a COVID-19 test are negative.
- e. If a Close Contact does not provide to Human Resources documentation or attestation of being Up-to-Date with Vaccines, the situation will be treated as one involving an individual who is not Up-to-Date with Vaccines.
- f. Employees who have tested positive or been diagnosed with COVID-19 in the past 90 days and have been in close contact (within 6 feet) of an individual who has been diagnosed with or tested positive for COVID-19 do not need to quarantine, but should wear a mask for ten (10) days when around others. If such individuals develop symptoms or test positive, they should isolate off campus.
- g. Depending on the nature of the work and work location of the diagnosed individual and as necessary and appropriate, Human Resources will coordinate with the department head to close off the individual's assigned work area for at least 24 hours after the last exposure to the work area. The Director of Regulatory Affairs & Risk Management, in conjunction with Facilities, will coordinate cleaning of the work space by the University's contractor, and cleaning of tools or equipment that the individual may have used while on campus. [CCBH](#) also may provide guidance on cleaning and other necessary steps.

- h. The University will begin conducting contact tracing by assigning a Contract Tracer to determine if members of the University community were exposed, and if so, 1) whether there was [Close Contact](#) with the individual, 2) whether [PPE](#) and/or [Physical Distancing](#) were utilized at the time of the exposure, 3) whether the exposure occurred indoors or outdoors, and 4) whether those exposed were Up-to-Date with Vaccines, or 5) other circumstances related to the exposure. Generally, unless the [CCBH](#) directs otherwise, the University will lead the investigation and contact any individual who may have been exposed. The name of the individual who was diagnosed or tested generally will not be provided to the individual exposed, unless the name is essential to determine possible exposure. Any questions or concerns about follow up should be directed to the Director of the Health Center or the Director of Regulatory Affairs & Risk Management.
- i. When the [CCBH](#) is involved in the contact tracing process, the Director of the Health Center or Director of Regulatory Affairs/Risk Management will assist the CCBH in identifying those with potential exposure to any member of the University community.
- j. As part of the contact tracing process, the [Contact Tracer](#), in conjunction with the Director of the Health Center or the Director of Regulatory Affairs/Risk Management, will notify those with exposure to COVID-19, and depending on close contact, [PPE](#) used, vaccination status of those exposed, and [Physical Distancing](#) utilized and other relevant factors, provide notification of requirement for either self-quarantine (if asymptomatic) or self-isolation (if symptomatic or asymptomatic but positive for COVID) requirements at an off-campus location.
- k. Based on the direction of the [CCBH](#) and the particular circumstances involved (i.e. the number of cases, exposures, areas of campus affected etc.), the COVID-19 Task Force will make a determination as to whether to restrict operations in that department and area, or other or all on-campus operations/personnel, except for critical personnel (e.g. police), and will determine the length of time of restricted operations (i.e., indefinite, for a stated time to permit deep cleaning etc.).
- l. When appropriate and necessary, the COVID-19 Task Force may choose to notify the campus community about the situation



(via a COVID-19 Dashboard) without the name of the individual (unless the individual is in a key or public role and/or gives permission for the release of their name).

- m. Either at this time or in separate communications, the COVID-19 Task Force will consider other necessary communications to the campus community such as steps that the University is taking to address the situation, any changes to on-campus operations, and who to contact with questions. If the individual is in a key or public role, the COVID-19 Task Force will determine if the name should be provided to the University community and if so, will seek permission from the individual to release their name.
- n. If the situation affects continuation of on-campus operations, Residence Life will determine how to support on-campus students who must remain in residence halls. This will be different if the positive case involves a residential student who remains on campus. If a residential student is diagnosed or tested positive, Residence Life will direct the student on the requirement to relocate to their permanent address for a self-isolation period and/or help the student move to a self-isolation room, and will notify other residence hall residents about self-quarantine or other requirements.
- o. Human Resources will reach out to affected individual(s) to offer support and assistance, and answer questions.
- p. The Director of the Health Center or Director of Regulatory Affairs/Risk Management will continue contact with the [CCBH](#) for guidance, as needed.
- q. The COVID-19 Task Force will continue to update campus with information about health practices, self-quarantine/self-isolation, symptoms and how to report issues.

C. **Scenario #3: Possible Exposure of Campus via a JCU Community Member Who Have Symptoms Similar to those of COVID-19.**

The following protocol applies when a Faculty Member, Staff Member, Service Member, JCU contractor or visitor has:

- 1) Some potential symptoms of COVID-19,
- 2) has been tested for COVID-19 but the test is pending, and/or
- 3) has not tested positive for or been diagnosed with COVID-19 and a health care provider does not plan to provide diagnosis or

order for testing, but advised individual to self-isolate and monitor symptoms:

1. As necessary and appropriate, Human Resources or the Director of Health Center or the Director of Regulatory Affairs & Risk Management will confirm with the individual the directives of the individual's health care provider (if the individual consulted with a health care provider) concerning any positive testing or diagnosis for COVID-19.
2. The individual will be advised not to return to campus until:
  - a. For symptomatic individuals: 5 days have passed since the onset of symptoms, and 24 hours after the resolution of any fever without fever-reducing medication, and other symptoms are resolving; OR
  - b. For asymptomatic individuals: 5 days after the first positive test for COVID-19 or first diagnosis for COVID-19 by a health care provider; OR
  - c. For extenuating circumstances, Human Resources authorizes return following the individual providing additional information such as negative test for COVID-19 and/or Human Resources receives return-to-work authorization from a health care provider.
  - d. Upon return to campus after 5 days, the individual must wear a mask at all times around others for an additional 5 days.
3. Human Resources or the Director of Regulatory Affairs & Risk Management will confirm the last date the Faculty, or Staff Member (or JCU contractor or visitor) was last on campus or exposed to a University community member who has been on campus. Human Resources or Regulatory Affairs & Risk Management will ask the individual 1) who the person had [Close Contact](#) from 2 days prior to the onset of symptoms (or 2 days prior to the positive test result for asymptomatic individuals) to the time of individual's isolation, and 2) whether the individual was wearing a mask and/or maintaining [Physical Distancing](#) during any on-campus exposure during that time frame.
4. The [CCBH](#) has generally advised the Director of the Health Center that JCU does not need to contact the [CCBH](#) for a JCU community member with symptoms of COVID-19 (but no positive test or diagnosis). However, the Director of Regulatory Affairs & Risk Management and/or the Director of the University Health Center will

determine if the extenuating circumstances may warrant contact with the Board of Health, such as close contacts with others on campus; symptoms or presumptive diagnosis of COVID-19 among a number of employees in a particular area; Close Contact with a large group on campus without use of appropriate COVID-19 [PPE](#) or [Physical Distancing](#); or other such extenuating circumstances. If so, the Director of the Health Center or the Director of Regulatory Affairs/Risk Management will call the [CCBH](#) (216-201-2090) or the Ohio Department of Health (833-427-5634) for direction.

5. If directed by the [CCBH](#), the Director of the Health Center or the Director of Regulatory Affairs/Risk Management will assist the [CCBH](#) in identifying whether there is potential of COVID-19 exposure to students, faculty or staff from the individual.
6. If there is no known diagnosis or positive test, the Director of the Health Center or the Director of Regulatory Affairs/Risk Management will advise the individual of the need to self-isolate and self-monitor symptoms. The individual will be advised to consult with their health care provider as to the advisability of being tested for COVID-19. The individual will be asked to notify the Director of the Health Center, the Director of Regulatory Affairs/Risk Management, or the Human Resources they receive a positive test for COVID-19 or a COVID-19 diagnosis occurs, or if symptoms progress (i.e., hospitalization).
7. Absent other extenuating circumstances, the University will not notify campus community via the JCU COVID-19 Dashboard or otherwise about the situation unless a positive test or diagnosis occurs.
8. Based on any extenuating circumstances, if there was Close Contact with other members of the campus community from 2 days prior to the onset of symptoms (or 2 days prior to the positive test result for asymptomatic individuals) to the time of individual's isolation, Human Resources, Regulatory Affairs & Risk Management and/or the department supervisor may determine it is appropriate to notify the department directly exposed to the individual. This shall occur in-person, by email, or by phone or Zoom. The name of the individual with symptoms or being tested for COVID-19 will not be revealed unless the individual provides permission to do so, or unless the Human Resources or Regulatory Affairs & Risk Management determines it is necessary

to reveal the name for public health reasons. The department or area will be advised that:

- a. they were exposed to an individual who is being tested for COVID-19 or who has symptoms of COVID-19;
- b. they should monitor themselves for symptoms of COVID-19;
- c. they will not be considered to have close contact with the individual if they were practicing [Physical Distancing](#) when with the individual;
- d. they should continue to wear masks while on campus consistent with the Interim COVID-19 Policy and CDC guidance;
- e. in the future, they may be notified by a JCU or [CCBH Contact Tracer](#) who will be investigating exposure to COVID-19, depending on whether the person tests positive or is diagnosed with COVID-19; and
- f. they should not come onto campus if they exhibit any symptoms of COVID-19.

9. Depending on the circumstances, nature of the work and work location of the diagnosed individual, Human Resources may decide it is prudent to coordinate with the department head to close off the individual's assigned work area for at least 24 hours after the last exposure to the work area. The Director of Regulatory Affairs & Risk Management, in conjunction with Facilities, will determine if it is necessary to clean of the work space by the University's contractor, and cleaning of tools or equipment that the individual may have used while on campus. [CCBH](#) also may provide guidance on cleaning and other necessary steps.

10. Human Resources or the Director of Regulatory Affairs & Risk Management will reach out to the individual(s) to offer support and assistance.

11. The Director of the Health Center or the Director of Regulatory Affairs/Risk Management will continue contact with the [CCBH](#) for guidance, as needed, especially for any change in circumstances or the individual's medical status.

D. **Scenario #4: Possible Exposure of Faculty or Staff Member (or JCU Contractor or Visitor) via a Family Member/Close Contact Who HAS COVID-19**

The following protocol applies when a Faculty Member, Staff Member, Service Member, JCU Contractor or Visitor who is not Up to Date on Vaccinations or not Fully Vaccinated has potential exposure to COVID-19 via a Family Member or Close Contact who has tested positive for or been diagnosed with COVID-19. If the Faculty Member, Staff Member, JCU Contractor or Visitor is Up-to-Date with Vaccines, this protocol does not apply, as self-quarantine is not required for exposure, if they do not exhibit any symptoms of COVID-19, but should be tested on day 5 after exposure if possible and are required to wear a Mask or Face Covering for 10 days from the date of exposure. If the employee is exhibiting symptoms of COVID-19, the employee is required to isolate.

1. As necessary and appropriate, Human Resources will obtain documentation or attestation from the Faculty Member, Staff Member, Service Member, JCU Contractor or Visitor of their vaccination status. If no documentation or attestation is provided, JCU will treat the situation as one involving an individual who is not Up-to-Date with Vaccines.
2. Human Resources or the Director of Health Center or the Director of Regulatory Affairs & Risk Management will confirm with the JCU community member the directives of the family member's or close contact's health care provider (if the family member consulted with a provider) concerning any positive testing or diagnosis for COVID-19. Human Resources, the Director of the Health Center, or Director of Regulatory Affairs or Risk Management will confirm the last date the student, faculty, or staff member (or JCU visitor) was last on campus or exposed to JCU community members.
3. The [CCBH](#) has generally advised the Director of the Health Center that JCU does not need to contact the Board of Health in this instance. However, there may be extenuating circumstances that warrant calling the [CCBH](#) related to exposure of a JCU community member to a family member or close contact. If so, the Director of the Health Center or the Director of Regulatory Affairs & Risk Management may call the [CCBH](#) (216-201-2090) for direction OR Ohio Department of Health (833-427-5634).
4. If necessary due to the particular circumstances involved or directed by the [CCBH](#) or Ohio Dept. of Health, the Director of the Health Center or the Director of Regulatory Affairs/Risk Management will assist the [CCBH](#) in identifying whether there is potential of COVID-19 exposure to students, faculty or staff from the individual via the family member or close contact.

- a. If there is a no known diagnosis or positive test of the JCU community member, the Director of the Health Center or the Director of Regulatory Affairs/Risk Management will advise the faculty, staff or student of the need for the family member or close contact to follow directives of their health care provider as to self-isolating and self-monitoring for symptoms. The JCU community member will be advised to follow the directives of the [CCBH](#) or other public health authority, and/or the family member's/Close Contact's health care provider, concerning self-quarantine for the faculty or staff member. Generally, if the faculty or staff member who is not Up-to-Date with Vaccines had [Close Contact](#) with the family members/close contact (i.e. 15 minutes or more cumulative minutes in a 24-hour period without [Physical Distancing](#)), the faculty or staff member will be required to self-quarantine off-campus for 5 days from the date of last exposure. AND no symptoms have been reported during daily symptom assessment, and continue to monitor for symptoms, and wear a mask around others through day 10.
- b. The [Close Contact](#) does not need to quarantine if they do not exhibit any symptoms of COVID-19 and they meet one of these qualifications:
  - i. has tested positive for COVID-19 in the last ninety (90) days and has recovered and is not currently exhibiting symptoms of or tested positive for COVID-19 but are required to wear a Mask or Face Covering for 10 days from the date of exposure, or
  - ii. is Up-to-Date with Vaccines. Such individuals should be tested on day 5 after exposure, if possible, and are required to wear a Mask or Face Covering for 10 days from the date of exposure.

If the individual under i. or ii. above is exhibiting symptoms of or tested positive for COVID-19, the individual is required to stay off-campus and isolate (see scenario 1 or 2 for more details).

5. The faculty or staff member will be advised to consult with their health care provider as to the advisability of being tested for COVID-19.

6. The JCU community member will be asked to monitor themselves for symptoms of COVID-19 and notify the Director of the Health Center or the Director of Regulatory Affairs/Risk Management, or the Assistant Vice President for Human Resources if a faculty or staff member tests positive for COVID-19 or is diagnosed with COVID-19 or has symptoms of COVID-19.
7. If possible based on work duties and in coordination with Human Resources and the supervisor, the individual may be permitted to work remotely during the self-quarantine period from the last exposure to the family member or close contact who tested positive or was diagnosed with COVID-19 and remained contagious. If exposure to the family member or close contact is continuing, Human Resources will discuss options with the individual.
8. The University will not notify the campus community about the situation unless a positive test or diagnosis occurs in the faculty, staff or student who had confirmed exposure to the JCU community from 2 days prior to the onset of symptoms (or 2 days prior to the positive test result for asymptomatic individuals) to the time of individual's isolation.
9. Human Resources will reach out to the JCU community member to offer support, assistance, and potential leave options.
10. The Director of the Health Center or the Director of Regulatory Affairs/Risk Management will continue contact with the [CCBH](#) for guidance, as needed, especially for any change in circumstances or the medical status of the JCU community member or the family member.

**E. Scenario #5: Possible Exposure of Campus via JCU Community Member with a Family Member/Close Contact Who MAY have COVID-19.**

The following protocol applies when a Faculty Member, Staff Member, Service Member, JCU Contractor or Visitor has potential exposure to COVID-19 via a Family Member or Close Contact who

- 1) some potential symptoms of COVID-19,
- 2) has been tested for COVID-19 but test is pending, or
- 3) has not tested positive for or been diagnosed with COVID-19 and a health care provider does not plan to provide a diagnosis of an order for testing, but advised the individual to self-isolate and monitor symptoms.

If the Faculty Member, Staff Member, Service Member, JCU Contractor or Visitor is Up-to-Date with Vaccines or has tested positive or been diagnosed with COVID-19 in ninety (90) days prior to the last exposure, this protocol does not apply, as self-quarantine is not required for exposure, if they do not exhibit any symptoms of COVID-19, but should be tested on day 5 after exposure if possible and are required to wear a Mask or Face Covering for 10 days from the date of exposure. If the individual has tested positive for or is exhibiting symptoms of COVID-19, the employee is required to follow this protocol and isolate.

1. As necessary and appropriate, Human Resources will obtain documentation from the Faculty Member, Staff Member, JCU Contractor or Visitor of their vaccination status. If no documentation is provided, JCU will treat the situation as one involving an individual who is not Up-to-Date with Vaccines.
2. Human Resources or the Director of Health Center or the Director of Regulatory Affairs & Risk Management will confirm with the JCU community member the directives of the family member's or close contact's health care provider (if the family member consulted with a provider) concerning any testing or diagnosis for COVID-19. Human Resources, the Director of the Health Center, or Director of Regulatory Affairs or Risk Management will confirm the last date the faculty, or staff member (or JCU visitor) was last on campus or exposed to JCU community members.
3. The [CCBH](#) has generally advised the Director of the Health Center that JCU does not need to contact the Board of Health in this instance. However, there may be extenuating circumstances that warrant calling the [CCBH](#) related to exposure of a JCU community member to a family member or close contact. If so, the Director of the Health Center or the Director of Regulatory Affairs & Risk Management may call the [CCBH](#) (216-201-2090) for direction OR Ohio Department of Health (833-427-5634).
4. If necessary due to the particular circumstances involved or directed by the [CCBH](#) or Ohio Dept. of Health, the Director of the Health Center or the Director of Regulatory Affairs/Risk Management will assist the [CCBH](#) in identifying whether there is potential of COVID-19 exposure to students, faculty or staff from the individual via the family member or close contact.
5. If there is no known diagnosis or positive test, Human Resources and/or Regulatory Affairs & Risk Management, in consultation with



the University Health Center as necessary, will review the situation and determine whether the employee may continue to be present on campus during any potential exposure period or while awaiting COVID-19 testing results for the family member or Close Contact. This determination will be based on the nature of the employee's exposure, the nature of the employee's job duties and work setting, whether the family member or Close Contact is being tested for COVID-19, and the ability for the employee to work from home during any exposure or while awaiting test results.

6. Regardless of whether Human Resources and/or the Director of Regulatory Affairs & Risk Management determines that the employee may be present on campus during any potential exposure or quarantine period or not, Human Resources and/or the Director of Regulatory Affairs will advise the individual of the need to self-monitor for COVID-19 symptoms. Human Resources will ask the individual to notify the Director of the Health Center, the Director of Regulatory Affairs/Risk Management, or the Assistant Vice President of Human Resources if the family member or close contact has a positive COVID-19 test or diagnosis occurs, or if symptoms progress (i.e., hospitalization).
7. The University typically will not notify the campus community about the situation unless a positive test or diagnosis occurs with the JCU community member.
8. Human Resources or the Director of Regulatory Affairs or Risk Management will reach out to the JCU community member to offer support and assistance.
9. The Director of the Health Center and/or the Director of Regulatory Affairs & Risk Management may contact with the [CCBH](#) for guidance, as needed, especially for any change in circumstances or the medical status of the JCU community member or the family member/close contact.

E. **Scenario #6:** Federal, State or Local Government Orders Closure/Suspension of On-Campus Operations/Telework Due to Spread of Virus in Community in General:

1. The Director of the Health Center, the Director of Regulatory Affairs and Risk Management, or the General Counsel will confirm the directive from the governmental entity. If a federal or state entity, the Director of the Health Center or the Director of Regulatory

Affairs/Risk Management will contact the [CCBH](#) for guidance on implementation.

2. The COVID-19 Task Force will determine if residence halls can remain open.
3. The COVID-19 Task Force will notify faculty, staff, and students as to any further restrictions on on-campus operations (or temporary suspension of on-campus operations if this is what is ordered by governmental entity). [Use of the word “closure” may not be advisable, in order to support continued operation for on-line learning.]
4. Human Resources will work with individual divisions to determine whether those currently performing essential tasks may no longer be required to report to campus for work, or alternatives if work cannot be completed by telecommuting.
5. Residence Life will determine steps to address students and Residence Life staff in residence halls, and how to provide students and Residence Life staff with food and assistance during further on-campus restrictions or governmental suspension of on-campus operations.
6. The COVID-19 Task Force will determine and implement procedures for absolutely critical employees to access campus facilities necessary for their work. JCUPD will be advised of essential employees who need access to campus.
7. Academic Affairs and the Deans of the Colleges will determine how to support online learning without on-campus personnel/operations.
8. The Director of the Health Center or the Director of Regulatory Affairs/Risk Management will continue communication with the [CCBH](#) for guidance on suspension of operations.

**F. CROSS REFERENCE:**

[Student Interim COVID-19 Response Policy](#)

[Interim COVID-19 Policy](#)

CDC Updates and Shortens Recommended Isolation and Quarantine Period for General Population:

<https://www.cdc.gov/media/releases/2021/s1227-isolation-quarantine-guidance.html>

CDC Vaccine Information: <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/stay-up-to-date.html>

Ohio Department of Health Quarantine and Isolation Graphic:  
<https://coronavirus.ohio.gov/static/docs/covid-19-guidance-quarantine.pdf>