



## UHC Covid-19 Health Strategies

### Introduction

The University of Holy Cross (UHC) policies and protocols for responding to the COVID-19 pandemic are rooted in our concern for the safety for our staff, faculty, and students. The primary goal of our response is to protect public health in keeping with the University's vital mission ". . . to educate the minds and hearts of its students through freedom of inquiry, the pursuit of truth, and compassionate care for all." To help achieve this goal, every student, faculty, and staff member who is part of the UHC community will share in the responsibility to comply with the policies and procedures herein.

Our Campus Nurse, Ms. Donyelle Marigny-Rose, BS, LPN is responsible for COVID-19 responses, including contact tracing emanating from situations affecting the campus community (see contact tracing on pages 8-9). Contact tracing will also be employed to identify areas on campus that require additional cleaning and disinfecting. All COVID-19 exposure, symptoms, and positive test results must be reported to her. She may be contacted at [dmarigny@uhcno.edu](mailto:dmarigny@uhcno.edu) or (504) 398-2127. For additional information, see the *UHC COVID-19 Policy*, the *UHC COVID-19 Student Policy*, and the *UHC COVID-19 Safety Plan*. All are published on the University's website at <http://uhcno.edu/news/UHCcoronavirusupdates>.

The University's health strategies follow recommendations from the Governor's office, Centers for Disease Control and Prevention (CDC), World Health Organization (WHO) and Louisiana Department of Health (LDH). COVID-19 related testing, working, and isolation or quarantine protocols may change as conditions and knowledge of the nature of the virus change. If you have questions about coronavirus, contact the Louisiana 211 Network by dialing dial 211. You may also text the keyword LACOVID to 898-211 for the most current information about the outbreak. Mental health services are available by dialing 1-866-310-7977 and at no charge through the Thomas E. Chambers Counseling and Training Center (504-398-2168).

### About Coronavirus

SARS-CoV-2 is a beta coronavirus that causes the illness COVID-19. Beta coronaviruses include viruses such as SARS-CoV-1, which was responsible for the outbreak of SARS in 2003, and MERS-CoV, which was responsible for the outbreak of MERS or Middle Eastern Respiratory Syndrome. A large percentage of people infected with COVID-19 are asymptomatic (do not have any signs of infection) or have mild symptoms of COVID-19; however, these people can still spread the virus and have been found to be a significant source of transmission. COVID-19 is thought to spread through droplet formation (coughing, sneezing, or spraying of saliva or other respiratory secretions). Exposure happens when you come into

direct contact with the secretions (droplets) of someone who has COVID-19 (being coughed or sneezed on, kissing, sharing utensils, etc.). The global health and safety community continues to learn more about this new virus. Because this information changes at a rapid pace, refer to the [CDC website](#) for the latest information.

### **Confidentiality**

Anonymity for COVID-19 positive individuals remains paramount. UHC will not publicly disclose the name of any person who has tested positive for COVID-19, has been exposed to COVID-19, or displays any of the symptoms. You are expected respect the privacy of all COVID-19 positive cases, even if you just suspect you know who they are, so these individuals can focus completely on their health and recovery. As a community, we must do everything we can to support these individuals and one another through this incredibly difficult time. Additionally, throughout the process of contact tracing, the Campus Nurse will not divulge the name of a positive individual to any contacts. All information related to COVID-19 cases or exposure shall be maintained confidentially by the Campus Nurse according to FERPA and HIPPA requirements.

### **Reducing Stigma**

Stigma is discrimination against an identifiable group of people, a place, or a nation. Stigma is associated with a lack of knowledge about how COVID-19 spreads, a need to blame someone, fears about disease and death, and gossip that spreads rumors and myths. No single person or group of people are more likely than others to spread COVID-19. Public health emergencies, such as this pandemic, are stressful times for people and communities. Fear and anxiety about a disease can lead to social stigma, which is negative attitudes and beliefs toward people, places, or things. For more information about reducing stigma associated with COVID-19, please visit the [CDC website](#).

### **Symptoms**

Symptoms typically appear between two to fourteen (2-14) days after exposure to the virus. This is also known as the incubation period. People with COVID-19 have had a wide range of reported symptoms—ranging from mild symptoms to severe respiratory illness. Each of us is expected to self-monitor daily to protect one another from possible COVID-19 exposure. Use the UHC Symptom Questionnaire (see page 9) and the [COVID-19 Reporting Form](#) to guide your assessment. ***Please be mindful that Instructors and supervisors will make special allowances for those who report symptoms. So, if you feel sick you must stay home!*** Refer to the [CDC website](#) for the latest information.

Symptoms attributed to COVID-19 may include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat

- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

If you experience any of the following conditions, seek emergency medical attention immediately:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or inability to be awakened
- Bluish lips or face

### Higher Risk Individuals

While anyone can become infected with the virus that causes COVID-19, health organizations around the globe have identified older adults (people aged 65 years and older), women who are pregnant, and individuals of any age with underlying medical conditions as those with a higher risk of severe illness from COVID-19. Refer to the [CDC website](#) for the latest list of these health conditions.

### Face Coverings

All employees, students, visitors, and contractors must wear a face mask without vents on campus. Face shields without masks and “neck gaiters” are not acceptable. Masks are the simplest, cheapest, most effective way to significantly reduce the rate of transmission of COVID-19. Other than when in a residence hall room or alone in a private office, faculty, staff, students, visitors, and contractors are required to wear a face mask when on campus, including in classrooms. UHC will provide one cloth face mask upon request for all faculty, staff, and students through Campus Security or the Campus Nurse. Employees and students who do not wear face masks properly at all times or observe social distancing protocols may be subject to disciplinary action.

The following is guidance for proper use of face masks:

- Face masks can be washable cloth masks or other face coverings, as recommended by the CDC.
- CDC does not recommend using masks for source control if they have an exhalation valve or vent.
- Neck gaiters, which are made of thin, stretchy material are not permitted. Neck gaiters may be worse than not wearing a mask at all, because they break up larger airborne particles into a spray of little ones more likely to linger longer in the air.
- Face coverings must cover the mouth and nose.
- Keep your face covering or mask clean. Washable face coverings should be washed daily with soap and the hottest water possible, and disposable masks should be replaced daily.
- Do not share face coverings.
- When alone, no face coverings are required. Once another person enters the space, face coverings are required for all.
- Face coverings must be worn in combination with social distancing.

## Social Distancing

Keeping space between you and others is one of the best tools we have to avoid being exposed to the COVID-19 virus and slowing its spread. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you have no symptoms. Social distancing is important for everyone, especially to help protect people who are at higher risk of getting very sick. Employees and students who do not wear face masks properly at all times or observe social distancing protocols may be subject to disciplinary action.

Employees and students on-site must follow these **general practices**:

- Stay at least six feet (about two arms' length) from other people at all times
- Eliminate contact with others, such as handshakes or embracing coworkers, visitors, or friends.
- Avoid gathering in groups as well as crowded places.

When in an **office setting**, observe the following guidelines:

- Office settings are organized to ensure physical distancing to keep separation of employees at six feet as a minimum.
- Plexiglas barriers have been installed in workspaces where there is close contact.
- If an in-person meeting is necessary, attendance shall not exceed 50% of a room's capacity (Phases 2 and 3), assuming individuals can still maintain six feet of separation for social distancing requirements.

Through a variety of measures, UHC has adjusted classroom seating to afford 50% of room capacity in Phases 2 and 3 and six feet of social distancing. In some labs where close proximity is necessary for instruction, Plexiglas barriers have been provided. Room capacity signage for Phases 2 and 3 is in place and must be followed. When in a **classroom or hallway**, observe the following guidelines:

- Do not vary from the assigned seating designated by instructors.
- Do not move furniture.
- Enter and exit by separate doors, if more than one door is available.
- Maintain a distance of at least six feet while moving about in the classrooms.
- Do not congregate in hallways.
- Use stairwells labelled up or down accordingly.
- Observe one-person capacity in restrooms and elevators.
- Observe directional signage at building entries and exits.

Indoor common areas could pose an increased risk of exposure to COVID-19. Social distancing in these areas may also be more difficult to achieve but is nevertheless required. Room capacity signage for Phases 2 and 3 is in place and must be followed. When in a **common area**, observe the following guidelines:

- Do not congregate.
- Do not move furniture.

- Do not sit in areas designated as off limits for the purpose of social distancing.
- Enter and exit by separate doors, if more than one door is available.
- Maintain a distance of at least six feet while moving about in common areas.
- Do not congregate in hallways.
- Use stairwells labelled up or down accordingly.
- Observe one-person capacity in restrooms and elevators.
- Observe directional signage at building entries and exits.
- Outdoor seating and fresh air are preferred.

### Personal Hygiene

Everyone is personally responsible for proper hygiene practices to assist in reducing the spread of COVID-19. Personal hygiene as a safety precaution for COVID-19 includes very basic steps such as:

- Frequently washing hands with soap and water for at least 20 seconds.
- Using hand sanitizers that contain at least 60% alcohol when hand washing is not possible. Hand sanitizer stations are available throughout all campus buildings.
- Avoid touching your face.
- Covering coughs and sneezes, throwing away used tissues, and immediately washing hands
- Avoid close contact with others and high-contact or frequently touched surfaces. Do not shake hands or hug.
- Not sharing personal items such as phones, computers, food, drink, deodorant, shampoo, soap, hairbrushes, or hair dryers.
- Voluntarily using disinfectants to clean spaces before sitting or frequently touching, including laboratory equipment, cell phones, and computer keypads. Be sure to use electronic-safe disinfectant products, as needed.

**Handwashing:** Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, before eating, or after blowing your nose, coughing, sneezing, or touching your face. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose, and mouth, and wash your hands after touching your face.

**Gloves:** Faculty, staff and students in close contact should use gloves as part of PPE (Personal Protective Equipment), but gloves are not necessary for general use and do not replace good hand hygiene. Washing your hands often is considered the best practice for common everyday tasks.

**Goggles/Face Shields:** Large glasses, goggles or a face shield improves the safety of faculty, staff and students and can be worn as part of general activity on campus, BUT everyone MUST wear a mask. We encourage face shields for maximal protection when possible, you can get COVID-19 through the eyes. Good hand hygiene and avoiding touching your face are generally sufficient for non-healthcare environments. It may also be appropriate to wear goggles or face shields in wet environments, such as cleaning public bathrooms, etc.

**Coughing/Sneezing Hygiene:** If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

**Personal Disinfection:** While custodial crews will continue to clean office and workspaces, additional care should be taken to wipe down commonly used surfaces. Before attending class or starting work and before you leave any room in which you have been, it is recommended that you wipe down all work areas with an EPA-registered alcohol solution of at least 60%. This includes any shared-space location or equipment (e.g. laboratory equipment, copiers, printers, computers, A/V and other electrical equipment, coffee makers, desks and tables, light switches, doorknobs, etc.) Use electronic-safe disinfectant products, as needed.

### **Campus Access**

All seeking access to campus are expected to respond to the UHC COVID-19 Symptom Questionnaire that is posted around campus (see page 9). Access also requires that you submit to a touchless temperature check administered by UHC personnel and wear a face mask. Extra face masks are available upon request at check-in points. If your temperature meets or exceeds 100.4 degrees Fahrenheit, you answer “yes” to any of the questions, or refuse to wear a face mask, identification and contact information will be requested, and you will be asked to leave campus grounds.

### **Coming to Work/Class Sick**

Employees/students who become ill after coming to work or class, must immediately notify their supervisors/instructors and the Campus Nurse. Contact with others must be avoided while leaving the campus. In these instances, employees/students are encouraged to also contact their healthcare providers. If the threat of COVID-19 transmission exists, contact tracing protocols will be initiated and the Campus Nurse and Campus Police will assist with the containment of the individuals affected and confinement of the area(s). If quarantine on campus is needed, the Campus Nurse will address the social, medical, and practical needs of the individuals so they can remain without hardship. ***Allowances will be made for UHC employees and students who are absent due to COVID-19 exposure or infection, so those affected are asked to stay home!***

### **Exposure**

All persons who believe they or the persons with whom they have been in close contact may be infected (see Symptoms, page 2) or have been exposed to COVID-19, as well as persons who answered yes to any of the questions in the UHC Symptom Questionnaire (see page 9), must immediately notify their supervisor or instructors and the Campus Nurse, Ms. Donyelle Marigny-Rose, BS, LPN, at [dmarigny@uhcno.edu](mailto:dmarigny@uhcno.edu) or 504-398-2127. Faculty members and students whose duties require that they work or receive training in a clinical health care setting are exempted with the understanding that they have taken appropriate safety precautions.

**Close Contact**

Close contact is defined as less than six feet of distance between yourself and another person who could have the coronavirus for a minimum of fifteen minutes regardless of whether or not you are wearing a mask. That is because masks are meant to protect other people in case you are infected, and not to protect you from becoming infected. Close contact also applies if you provided care at home to someone who is sick with COVID-19, had direct physical contact with the person (hugged or kissed them), shared eating or drinking utensils or they sneezed, coughed, or somehow got respiratory droplets on you. An infected person can spread COVID-19 starting forty-eight hours before the person had any symptoms or tested positive for COVID-19. For testing sites, please refer to NOLA.gov, dial 211 for COVID-19 questions. The CDC has separate guidelines for when to quarantine and when to self-isolate.

**Quarantine**

Quarantine is required for a period of fourteen days when a person has potentially been exposed to an illness and needs to separate from other people to see if they develop symptoms. Testing will be considered for anyone in close contact with a probable or confirmed case. If you have a negative test result before end of the fourteen-day quarantine period, it does not rule out possible infection. If you have close contact with a person who is sick during your quarantine you will have to restart your quarantine from the last day you had close contact. Any time a new household member gets sick with COVID-19 and you had close contact, you will need to restart your quarantine. Persons who have been around someone who was identified as a close contact to a person with COVID-19, closely monitor yourself for any [symptoms of COVID-19](#).

When returning home is not feasible, students residing on campus and have potentially been exposed to COVID-19 need to separate and quarantine in their single occupancy rooms. In those cases, UHC staff will assist with securing food and medications. They will be checked daily by the Campus Nurse.

**Isolation**

Isolation is required when someone has symptoms or is confirmed to have an illness. People with COVID-19 should be isolated for at least 10 days after symptom onset and until 24 hours after their fever subsides without the use of fever-reducing medications. People can continue to test positive for up to three months after diagnosis and not be infectious to others. This does not imply that a person is immune to reinfection with SARS-CoV-2, the virus that causes COVID-19, in the three months following infection. The latest data (CDC, August 3, 2020) simply suggests that retesting someone in the three months following initial infection is not necessary unless that person is exhibiting the symptoms of COVID-19 again and the symptoms cannot be associated with another illness.

**Contact Tracing**

Contact tracing has been used for decades by state and local health departments to slow or stop the spread of infectious diseases. Guided by the Centers for Disease Control and Prevention and local public health agencies, contact tracing slows the spread of COVID-19 by:

- Letting people know they may have been exposed to COVID-19 and should monitor their health for signs and symptoms of COVID-19,
- Helping people who may have been exposed to COVID-19 get tested and,

- Asking people to self-isolate if they have COVID-19 or self-quarantine if they are a close contact of someone with COVID-19.

At UHC, our Campus Nurse, Ms. Donyelle Marigny-Rose, BS, LPN is responsible for on-campus contact tracing and COVID-19 responses and may be contacted at [dmarigny@uhcno.edu](mailto:dmarigny@uhcno.edu) or 504-398-2127. **All COVID-19 exposure, symptoms, and positive test results must be reported to the Campus Nurse.** She will communicate, as needed, with the office of Dr. Joseph Kanter, Regional Medical Director of the Louisiana Department of Health, at (504) 616-1456 or [Joseph.Kanter@la.gov](mailto:Joseph.Kanter@la.gov). If the Campus Nurse or someone from the Louisiana Department of Health calls you for the purpose of contact tracing, you will not be asked for money or to reveal your social security number, bank account information, salary information or credit card numbers. All information you provide will be confidential. UHC is not using a contact tracing app at this time, but one may later be made available to colleges and universities by the State of Louisiana. Following are required steps in the UHC contact tracing protocol.

### **UHC Contact Tracing Protocol**

**Step 1:** If you have been exposed to COVID-19, have tested positive, or exhibit any of the symptoms, you must report this information to the Campus Nurse and your immediate supervisor or instructors. She is responsible for all internal and external reporting requirements and will act in concert with the guidance provided by University policy and governmental agencies that include the regional office of the Louisiana Department of Health.

**Step 2:** The Campus Nurse will assess the information you provide, suggest resources, which may include referrals to a local health care agency or COVID-19 testing site, and advise you regarding quarantine or isolation protocols (see page 7).

**Step 3:** Based on the information you provided, and that of your immediate supervisor or instructors, the Campus Nurse will then attempt to ascertain the source of your exposure and create a detailed list of those with whom you have been in close contact.

**Step 4:** Using the list, the Campus Nurse or designee will gather information and offer health care advice to every person listed with whom you have had close contact. During this process, names will not be shared, as per HIPPA and FERPA guidelines. The list may be expanded or reduced, depending on the information received.

**Step 5:** Information provided by the person reporting and those on the contact list will then be used to aid in the identification of classrooms, common areas, offices, and other areas of the physical plant where additional disinfecting is needed. The Campus Nurse will relay her assessment to the Vice President for Finance and Operations, who will direct that immediate action be taken.

**Step 6:** Individuals who tested positive for COVID-19, and those who were exposed, may return to campus after the quarantine or isolation period has ended with prior approval of the Campus Nurse. A written health clearance from a health care provider and recent COVID-19 test results may be required.

## University of Holy Cross

### COVID-19 Symptoms Questionnaire

**Part 1** – You must answer the following questions every day before coming to campus. You may be required to provide the answers in person or by electronic means in order to gain access. If any answers change while you are on campus, notify the Campus Nurse at [dmarigny@uhcno.edu](mailto:dmarigny@uhcno.edu) or 504-398-2127, notify your supervisor or instructors, and immediately leave the campus.

1. Within the last 10 days have you been diagnosed with COVID-19 or had a test confirming you have the virus?
2. Do you live in the same household with, or have you had **close contact\*** with someone who in the past 14 days has been in isolation for COVID-19 or had a test confirming they have the virus?

If the answer to either question is “yes”, do not come to campus and follow the steps listed in **Part 2** below.

3. Have you had any one or more of these symptoms today or within the past 24 hours, which is new or not explained by another reason?

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Fever, Chills, or Repeated Shaking/Shivering</li> <li>• Cough</li> <li>• Sore Throat</li> <li>• Shortness of Breath, Difficulty Breathing</li> <li>• Feeling Unusually Weak or Fatigued</li> </ul> | <ul style="list-style-type: none"> <li>• Loss of Taste or Smell</li> <li>• Muscle pain</li> <li>• Headache</li> <li>• Runny or congested nose</li> <li>• Diarrhea</li> </ul> |
|---|--|

If the answer to Question 3 is “yes”, do not come to campus and follow the steps listed in Part 3 below.

\***Close contact** is defined as less than six feet of distance between yourself and another person who could have the coronavirus for a minimum of fifteen minutes regardless of whether or not you are wearing a mask.

#### **Part 2 – If you answered yes to Question 1**

- You are subject to an isolation directive. If you come to campus, you will be turned away. People with COVID-19 should be isolated for at least 10 days after symptom onset and until 24 hours after their fever subsides without the use of fever-reducing medications. Do not return to campus until your health care provider determines it is safe to return and you receive prior approval from the Campus Nurse.
- **If you answered yes to Question 2**  
You are subject to a quarantine directive. If you come to campus, you will be turned away. People who have potentially been exposed to an illness must separate from other people for at least 14 days to see if symptoms develop. Testing will be considered for anyone in close contact with a probable or confirmed case. Do not return to campus until your health care provider determines it is safe to return and you receive prior approval from the Campus Nurse.

#### **Part 3 – If you answered yes to Question 3**

You may have COVID-19, should be tested for the virus, and stay off campus for at least 10 days. If you test, wait for your test results at home while minimizing exposure to those with whom you live. If your result is positive, go to Part 2 above and follow the isolation directive. If your result is negative, do not return until 14 days have passed, you have improved, and at least 3 days in a row have passed without fever. Do not return to campus until your health care provider determines it is safe to return and you receive prior approval from the Campus Nurse.

A suggested resource is <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>.