



**Instructions:**

The purpose of this form is to provide direction and documentation regarding the response actions to take to help mitigate potential risk of COVID-19 transmission upon learning of a known or suspected COVID-19 case potentially impacting facilities, employees, students, or other stakeholders. Supervisors (Director, Dean, Manager, Vice President, President, Vice Chancellor or Chancellor) are responsible for completing the “Incident Information” and “Immediate Response” section of this form and working with the COVID-19 Safety Coordinator who is responsible for completing the additional sections of this form.

**Key Definitions**

**Known or suspected case.** For purposes of this plan, a known or suspected case is someone who has COVID-19 symptoms or who has tested positive for COVID-19, unless otherwise determined (e.g., medical professional). A negative test does not necessarily mean that a person does not have COVID-19.

**Exposure/Close contact.** An exposure or Close contact means being within six feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the “high-risk exposure period”. This definition applies regardless of the use of face coverings. Exposure may also occur within a shorter duration depending on the nature of interaction (e.g., being coughed/sneezed upon, physical contact, long periods in a small space). Cloth face coverings (a.k.a., “masks”) are not considered to prevent exposure within six feet, however respirators (e.g., N95) may prevent exposures to airborne contaminants. “High-risk exposure period” means the following time period:

- For COVID-19 cases who develop COVID-19 symptoms, from two days before they first develop symptoms until all of the following are true: it has been 10 days since symptoms first appeared; 24 hours have passed with no fever, without the use of fever-reducing medications; and symptoms have improved.
- For COVID-19 cases who never develop COVID-19 symptoms, from two days before until 10 days after the specimen for their first positive test for COVID-19 was collected.

**Supervisors:** Complete the Incident Information and Immediate Response sections below and use the form in Attachment A to record any additional information or detail.

Incident Information			
Area/Operation:			
Supervisor:		Report Date:	
Subject Person:		Employee? <input type="checkbox"/> Student/Visitor? <input type="checkbox"/>	
Phone/Email:			
Is the person reporting exposure to a case? <input type="checkbox"/> Yes <input type="checkbox"/> No		If “yes”, list date of exposure:	
Is the person reporting <u>symptoms</u> or positive test? <input type="checkbox"/> Yes <input type="checkbox"/> No		If “yes”, list date of symptom onset/positive test result (whichever is earlier):	
Has the person reporting exposure to a case received the full COVID-19 vaccination?		<input type="checkbox"/> Yes      Date of final/2 <sup>nd</sup> injection: _____ <input type="checkbox"/> No <input type="checkbox"/> Declined to state	
		Date the person was last in the subject area: (If >14 days ago, no further action is required).	

**Supervisors:** Complete the Immediate Response section below and use the form in Attachment A to record any additional information or detail.

Immediate Response		Done
Note: Immediate response actions are interim until a more detailed assessment is performed. If uncertainties arise, actions should err on the side of being more protective of people's health.		
1.	<b>Notify.</b> Inform the COVID-19 Safety Coordinator of the incident. Do not share the identity of the person involved with any other parties except Human Resources.	<input type="checkbox"/>
2.	<b>Address the subject person.</b> Have the subject person go home or stay home. Tell them to follow guidance from the CDC on what to do ( <a href="https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/index.html">https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/index.html</a> ). If they are an employee, tell them that they may contact Human Resources for further information regarding benefits. If the case is reported while they are still in the area, isolate them from others until they leave. Be aware that the case may need assistance in arranging transport home or to a healthcare provider.	<input type="checkbox"/>
3.	<b>Address potentially exposed people.</b> <input type="checkbox"/> If the subject person is only reporting an exposure, then no action is needed. <input type="checkbox"/> If the subject person is a known or suspected case, send home people with potential exposure to the person. Tell them to follow guidance from the CDC on what to do ( <a href="https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine-isolation.html">https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine-isolation.html</a> ). If they are an employee, tell them that they may contact Human Resources for further information regarding benefits. Record the names of persons sent home in Attachment B.	<input type="checkbox"/>
4.	<b>Address areas with prolonged exposure (closure).</b> <input type="checkbox"/> If the subject person is only reporting an exposure, then no action is needed. <input type="checkbox"/> If the subject person has not been in the area within the high-risk exposure period, then no action is needed. <input type="checkbox"/> If the subject person is a known or suspected case and they have been in the area within the high-risk exposure period, then shut-down areas where they spent a prolonged period (e.g., ≥15 minutes) or had substantial interactions with the area. The time period in question begins starting from two days before the case first showed symptoms, or two days from date a positive test was collected, whichever is earlier. If it has been less than 24 hours since they were in an indoor area, then open exterior doors/windows to and stay out until at least 24 hours have passed. Inventory the closed areas using the cleaning/disinfection log in Attachment C.	<input type="checkbox"/>
5.	<b>Address areas without prolonged exposure (cleaning).</b> <input type="checkbox"/> If the subject person is only reporting an exposure, then no action is needed. <input type="checkbox"/> If the subject person has not been in the area for >7 days, then no action is needed. <input type="checkbox"/> Cleaning of areas, material, and equipment used by a COVID-19 case during the high-risk exposure period, and disinfection if the area, material, or equipment is indoors and will be used by another employee within 24 hours of the COVID-19 case. Inventory the surfaces cleaned using the cleaning/disinfection log in Attachment C.	<input type="checkbox"/>
6.	<b>Additional assessment.</b> Work with the COVID-19 Safety Coordinator to complete a more detailed assessment of the incident.	<input type="checkbox"/>

**COVID-19 Safety Coordinator:** Complete the incident assessment section below corresponding to the type of incident and use Attachment A to record any additional information or detail.

<b>Incident Assessment: Exposed Person</b>		<b>Done</b>
1.	Review the "Incident Information" and "Immediate Response" sections of this form and confirm that have been properly addressed.	<input type="checkbox"/>
2.	Confirm that Human Resources is aware of the employee and that the employee may follow up with HR regarding benefits specific to COVID-19	<input type="checkbox"/>
3.	Inspect the work area/operation to ensure that proper COVID-19 safe practices are being followed using the COVID-19 Safety Plan "Inspection Form".	<input type="checkbox"/>
4.	Evaluate the level of concern among employees regarding the incident and consider further communications as appropriate (e.g., update letters, town hall call).	<input type="checkbox"/>
5.	Follow-up with subject person to see if they develop symptoms or a positive test. If so, initiate a new case response form. If not, they can return 10 days after their last exposure. Document return using the form in Attachment B.	<input type="checkbox"/>
6.	Update general notes in Attachment A as appropriate, attach additional documents, sign below, and retain this form and attachments for recordkeeping purposes.	<input type="checkbox"/>
7.	If vaccinated, refer to current Alameda County Public Health & CDC Guidelines on quarantine to provide recommendations to those exposed to a person known or suspected to have COVID-19. <a href="https://www.cdc.gov/vaccines/covid-19/info-by-product/clinical-considerations.html">https://www.cdc.gov/vaccines/covid-19/info-by-product/clinical-considerations.html</a>	<input type="checkbox"/>

<b>Incident Assessment: Known/Suspected Case</b>		
1.	Review the "Incident Information" section of this form and confirm accuracy.	<input type="checkbox"/>
2.	Confirm that Human Resources is aware of the case and that employee may contact HR with questions regarding benefits specific to COVID-19 if the subject person is an employee.	<input type="checkbox"/>
3.	Contact the local county health department to report confirmed cases and the response plan if the number of cases in any one location exceeds 3 in a 14-day period. Modify the response plan based on direction from the county.	<input type="checkbox"/>
4.	Review "Immediate Response" item #3 (exposed persons) and conduct an assessment (in-house or by third party consultant) to ensure proper identification of potentially exposed people. Update the list in Attachment B.	<input type="checkbox"/>
5.	Take further actions as needed regarding potentially exposed people. This may involve sending more employees home or telling some they can come back, as well as communicating exposure to non-employees as appropriate (e.g., direct notification, contacting employers, postings).	<input type="checkbox"/>
6.	Confirm that Human Resources has provided COVID-19 benefit information with potentially exposed employees.	<input type="checkbox"/>
7.	Review "Immediate Response" item #4 (impacted areas) and conduct an assessment (in-house or by third party consultant) to ensure proper identification of areas for closure. Adjust areas and update Attachment C as appropriate.	<input type="checkbox"/>
8.	Review "Immediate Response" item #5 (non-closed areas) and conduct an assessment (in-house or by third party consultant) to ensure that the appropriate surfaces have been cleaned/disinfected. Ensure immediate cleaning/disinfection of additional surfaces and update Attachment C as appropriate.	<input type="checkbox"/>

9.	<p><b>If less than 24 hours have passed</b> since the person who is sick or diagnosed with COVID-19 has been in the space, clean and disinfect the occupied space(s) and impacted common areas and surfaces. <b>If more than 24 hours have passed</b> since the person who is sick or diagnosed with COVID-19 has been in the space, clean the occupied space(s) and impacted common areas and surfaces. Disinfect if conditions indicate, e.g. if the person were coughing during their time in the space(s). <b>If more than 3 days have passed</b> since the person who is sick or diagnosed with COVID-19 has been in the space, no additional cleaning (beyond regular cleaning practices) is needed. Develop a cleaning/disinfection scope for impacted/closed areas using Attachment C and arrange for the cleaning/disinfection by appropriate in-house or outside resources.</p>	<input type="checkbox"/>
10.	<p>Monitor cleaning/disinfection (in-house or by third party consultant) to document that the proper scope is completed following proper methods (e.g., registered products, application method, contact time).</p>	<input type="checkbox"/>
11.	<p>Inspect the work area/operation to ensure that proper COVID-19 safe practices are being followed using the COVID-19 Safety Plan "Inspection Form".</p>	<input type="checkbox"/>
12.	<p>Evaluate the level of concern among employees regarding the incident and consider further communications as appropriate (e.g., update letters, town hall call).</p>	<input type="checkbox"/>
13.	<p>Follow-up with the subject person to determine when they can return according to <a href="#">CDC guidance</a>. In general, known or suspect cases can return after all of the following are met:</p> <ul style="list-style-type: none"> <li>• At least 10 days since symptoms first appeared <b>and</b></li> <li>• At least 24 hours with no fever without fever-reducing medication <b>and</b></li> <li>• Other symptoms of COVID-19 are improving</li> </ul> <p>If vaccinated, refer to current <a href="#">CDC Guidelines</a> on quarantine to provide recommendations to those exposed to a person known or suspected to have COVID-19. Additional guidance may be given by medical professionals. Document their return using the form in Attachment A.</p>	<input type="checkbox"/>
14.	<p>Follow-up with employees sent home due to potential exposure to see if they develop symptoms or a positive test. If so, initiate a new case response form. If not, they can return 14 days after their last exposure. Document return using the form in Attachment B.</p>	<input type="checkbox"/>
15.	<p>Update general notes in Attachment A as appropriate, attach additional documents, sign below, and retain this form and attachments for recordkeeping purposes.</p>	<input type="checkbox"/>

**COVID-19 Safety Coordinator:** Sign below to confirm completion of the protocol in this form.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Attachment A: Case Response--General Notes**

<b>Area/Operation:</b>		<b>Report Date:</b>	
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Date	Notes/Event
	<b>Supervisor's Notes:</b>
	<b>HR's Notes:</b>
	<b>COVID-19 Safety Coordinator Notes:</b>

Attachment B: Case Response--Persons Potentially Exposed				
Area/Operation:			Report Date:	
ID#	Last Date of Exposure	Person (last/first). <i>List role/entity if not an employee.</i>	Vaccination Status	Date Cleared for Return
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<b>Attachment C: Case Response—Cleaning/Disinfection Log</b>				
<b>Area/Operation:</b>				<b>Report Date:</b> 7/2/21
<b>Done</b>	<b>ID#</b>	<b>Area/Surface</b>	<b>Infection Risk<sup>1</sup></b>	<b>Cleaning/Disinfection Protocol (method/product/party)</b>
<input type="checkbox"/>		Clean common areas in accordance with the current COVID-19 safe work practices	2	
<input type="checkbox"/>		No entry into Employee's office until s/he has returned and cleans frequently touched surfaces following the current cleaning and disinfection protocols in the current CLPCCD COVID-19 Safe Work Practices	1	
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**Notes:**  
1--Infection Risk: Degree of infection risk presented by the surface based on degree of impact and frequency of contact (High, Med, Low or 1,2,3,4... )