COVID-19 Exposure/Containment Plan

SOP #: GA.007.04

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>6.5.2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Revision/Review</td>
<td>7.13.2020</td>
</tr>
</tbody>
</table>

1. Purpose
To inform the College community on procedures related to COVID-19 exposure and containment in a College facility.

See SOP GA.011 for Exposure Response Plan for Students on Clinical Rotation

2. Related Policy/Authority
State of New Mexico Executive Orders
NM Department of Health Guidelines
CDC Guidelines
OSHA Guidelines

3. Faculty/Staff Responsibilities
Asst. VP of Administration, Director of Compliance, HR, SA

4. Definitions and Abbreviations
1) Definitions per https://www.cdc.gov/coronavirus/
   a) Quarantine: used to keep someone who might have been exposed to COVID-19 away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department.
   b) Isolation: used to separate people infected with the virus (those who are sick with COVID-19 and those with no symptoms) from people who are not infected. People who are in isolation should stay home until it’s safe for them to be around others.
   c) Potential exposure: household contact or having close contact within 6 feet of an individual with confirmed or suspected COVID-19. The timeframe for having contact with an individual includes the period of time of 48 hours before the individual became symptomatic.

2) Abbreviations
   a) HR – Office of Human Resources
   b) SA – Office of Student Affairs

5. Procedural Steps
1) Exposure Containment and Response Plan
   a) If an employee or student has a confirmed diagnosis of COVID-19, symptoms associated with COVID-19, or has potential exposure to someone with confirmed COVID-19, the employee or student is required to contact the College. If an employee or student has a confirmed diagnosis of COVID-19, the employee/student must also contact the NM Department of Health.
      i) Employees must IMMEDIATELY notify the Office of Human Resources (HR) and students must IMMEDIATELY notify the Office of Student Affairs (SA) and STAY HOME.
1) If an employee notifies his/her supervisor, the supervisor must IMMEDIATELY contact HR immediately and refrain from further health questioning. The supervisor must maintain confidentiality.

2) If a student notifies an employee, the employee must contact SA IMMEDIATELY and refrain from further health questioning. The employee must maintain confidentiality.

ii) HR/SA will instruct the employee/student to STAY HOME, contact NMDOH and follow NMDOH instructions regarding isolation/quarantine. HR/SA will ask the employee/student to fill out an incident report form (https://bcomnm.org/incident-report/). HR or SA will immediately notify the Office of Compliance and the AVP of Administration

1) AVP of Administration will review building access logs for contact tracing and determination of area closure and cleaning.

2) AVP of Administration will identify the area utilized by sick person/potential exposed person. The area will be closed off by Facilities Director under directive from AVP of Administration until cleaning and closure protocol have been decided.

3) If it is determined that the employee or student was in the building within the past 7 days, the Office of Compliance will contact NMDOH and work with them for contact tracing purposes and follow their protocol for notifying individuals of potential exposure.
   a) HR or SA will file an incident report.

4) Cleaning and Closure Protocol
   a) If the individual has not been in the building within the prior 7 days, no additional cleaning measures are necessary.
   b) If the individual has been in the building within the prior 7 days, a closure, cleaning and disinfection of the of the area will occur as determined by AVP and Office of Compliance. These will be in accordance with regulatory guidelines.
      i) In the event the NMDOH recommends closure of the building, key card access will be turned off, and signage will be posted.
         1. In the event of building closure, only critical personnel will be allowed to enter, and must be approved by the AVP of Administration. Full PPE, including gloves, masks, and disposable gown will be required. PPE will be discarded appropriately upon exit.
         2. A decontamination will be performed per regulatory guidelines.
   b) If an employee or student identifies themselves as sick in a College facility:
      i) Try to isolate in the nearest room and STAY PUT!
      ii) The employee or student must immediately notify Security at 674-2299 who will then contact HR or SA.
      iii) Upon notification, HR/SA should notify the Office of Compliance and AVP of Administration immediately.
         1) Office of Compliance or AVP of Administration will facilitate the individual’s exit from the building; HR/SA will be consulted as necessary.
         2) AVP of Administration will conduct contact tracing and commence cleaning and disinfection measures of the areas in which the employee/student was located as recommended by regulatory guidelines.
   c) If an employee/student is in close contact with someone who is ill:
      i) Notify HR or SA and stay home
      ii) Recommend self-monitoring for symptoms
2) Return to Work or Classes after Positive COVID-19 Diagnosis
   i) If a student, faculty or staff has tested positive for COVID-19, a return to the school/work environment will require that CDC guidelines are followed regarding the return:
      2) Please check the site above for the most current information. As of 7.13.2020, if you have had no fever for three days, have improved symptoms and it has been ten days since symptoms first appeared, the College will ask that you be tested and will require two negative test results in a row, at least 24 hours apart as a condition of return.

6. Reports/Charts/Forms/Attachments/Cross References
GA.006 COVID-19 Related Procedures

7. Maintenance
BiWeekly or As Needed during the COVID-19 Situation

8. Signature
Signatures on File
Jeff Harris, Assistant Vice President of Administration
Nina Nunez, Director of Compliance
7.13.2020

9. Distribution List
Internal/External

10. Revision History

<table>
<thead>
<tr>
<th>Revision Date</th>
<th>Subsection #</th>
<th>Summary of Changes</th>
<th>New/ Cancellation/ Replacement Procedure? (if applicable)</th>
<th>Approval Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.17.2020</td>
<td>5</td>
<td>Step 2 (i) – Clarification</td>
<td></td>
<td>6.17.2020</td>
</tr>
<tr>
<td>6.29.2020</td>
<td>5</td>
<td>Step 1 b (i) – isolation area is nearest room.</td>
<td></td>
<td>6.29.2020</td>
</tr>
<tr>
<td>7.8.2020</td>
<td>1</td>
<td>Clarified the plan is for Exposure/Containment in a College owned or controlled facility. Added cross reference to GA.011 and Incident Report Form.</td>
<td></td>
<td>7.8.2020</td>
</tr>
<tr>
<td>7.13.2020</td>
<td>5</td>
<td>Step 2 – changed link to CDC guidelines for condition of return</td>
<td></td>
<td>7.13.2020</td>
</tr>
</tbody>
</table>