

# BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

## STANDARD OPERATING PROCEDURES

<b>COVID -19 Exposure/Containment Plan</b>		<b>SOP #: GA.007.12</b>
Effective Date	6.5.2020	
Last Revision/Review	5.26.2022	

### 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) Exposure: household contact or having close contact within 6 feet and 15 or more minutes of an individual with confirmed COVID-19. The timeframe for having contact with an individual includes the period of time of 48 hours before the individual became symptomatic or received a positive COVID-19 test (if asymptomatic). The College is following NMDOH exposure definition: less than 6 feet and 15 or more minutes.
- 2) Abbreviations
  - a) HR – Office of Human Resources
  - b) SA – Office of Student Affairs
  - c) NMDOH – New Mexico Department of Health
  - d) NMED – New Mexico Environmental Department

### 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 exposure to someone with confirmed COVID-19, the employee or student is required to contact the College.

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- 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 Office of Compliance and refrain from further health questioning. The supervisor must maintain confidentiality.
  - (2) If a student notifies an employee, the employee must contact Office of Compliance and refrain from further health questioning. The employee must maintain confidentiality.
- ii) HR/SA will instruct the employee/student to STAY HOME. HR/SA will ask the employee/student to fill out an incident report form (<https://burrell.edu/incident-report/>). HR or SA will notify the Office of Compliance. The Office of Compliance will report any positive student cases to the NMHED and any employee positive cases to the NMED.
  - (1) If it is determined that the employee or student was in the building within the past 48 hours, the Office of Compliance will contact HR/SA with a list of exposed employees/students. The Office of Compliance will contact the individuals who have been exposed and notify them of the required quarantine per the NM DOH.
    - (a) HR or SA may file an incident report on behalf of someone exposed if deemed necessary.
  - (2) 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.
        2. A decontamination will be performed per regulatory guidelines.
      - (ii) The AVP will work with the Office of Compliance to notify Burrell community once the building is scheduled to re-open.
  - (3) In the event a student tests positive for COVID the following will occur:
    - (a) Upon receipt of an incident report, the Office of Compliance will respond to the student notifying them of when they can return to campus per the NM DOH guidelines and cc the Office of Students Affairs/Clinical Education for their notification and follow up for excused absences.
    - (b) If the positive case is an OMS I or II student, SA will send an email to the COVID positive student two and four days after notification of COVID positive test to check-in. If after 2 email attempts and 2 phone calls the student has not responded, the Office of SA will contact the student's emergency contact.
    - (c) If the positive case is an OMS III and IV, the Office of Clinical Education will contact the student two and four days after notification of COVID positive test to check-in. If after 2 email attempts and 2 phone calls the student hasn't responded, the Office of Clinical Education will notify SA and the Office of SA will follow their process of contacting an emergency contact.
    - (d) If the positive case is a Burrell employee, the Office of Compliance will notify the employee to contact HR after day 5 to check-in and discuss returning to campus on

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day 6. If HR does not receive contact from the employee on day 5, HR will contact the employee on day 6 to check-in.

- b) If an employee or student identifies themselves as sick in a College facility:
  - i) Try to isolate in the nearest room.
  - 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) Office of Compliance 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.
  
- 2) Return to Work or Classes after Positive COVID-19 Diagnosis
  - a) The College follows guidance from the NMDOH and CDC regarding returning to campus after a positive case.

### **6. Reports/Charts/Forms/Attachments/Cross References**

GA.006 COVID-19 Related Procedures

GA.0011 Exposure Notification Plan for Students on Clinical Rotation

### **7. Maintenance**

BiWeekly or As Needed during the COVID-19 Situation

### **8. Signature**

Approved by

Assistant Vice President of Administration  
Director of Compliance

5.26.2022

Date

### **9. Distribution List**

Internal/External

### **10. Revision History**

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## STANDARD OPERATING PROCEDURES

Revision Date	Subsection #	Summary of Changes	New/ Cancellation/ Replacement Procedure? (if applicable)	Approval Date
6.17.2020	5	Step 2 (i) – Clarification		6.17.2020
6.29.2020	5	Step 1 b (i) – isolation area is nearest room.		6.29.2020
7.8.2020	1	Clarified the plan is for Exposure/Containment in a College owned or controlled facility. Added cross reference to GA.011 and Incident Report Form.		7.8.2020
7.13.2020	5	Step 2 – changed link to CDC guidelines for condition of return		7.13.2020
8.24.2020	5	Change in return to work/school clearance		8.30.2020
10.19.2020	4 and 5	Add abbreviations and update information on who is contacted at the state level is a COVID positive case in on campus		10.27.2020
3.10.2021	5	Changed 14 day quarantine to the Office of Compliance will notify quarantine requirements per the NM DOH.		3.10.2021
3.17.2021	4	Updated close contact from 3 minutes to 15 minutes per NM DOH guideline update		3.17.2021
11.17.2021	5	Update guidelines regarding contact tracing.		11.17.2021