



OTTERBEIN UNIVERSITY

Otterbein University Student COVID-19 Contact Tracing Protocol

The following procedure will be used when a student informs Otterbein they have tested positive for COVID-19 or if a county or state health department informs Otterbein that a student has tested positive for COVID-19.

1. Upon receipt of a confirmed positive student test, Student Affairs (SA) will contact the student. SA will obtain the following information from the student:
 - a. Explain the conversation is confidential and the information collected during the interview will not be shared with anyone but the appropriate university and public health officials.
 - b. Identify the infectious period: 48 hours before they became symptomatic or 48 hours prior to receiving the positive test if asymptomatic.
 - c. The last day they were physically on campus;
 - d. A list of all individuals (Otterbein students/faculty/staff) with whom they may have been in close proximity, within 6 feet for a period of 15 minutes or longer, within 48 hours of becoming symptomatic, and their contact information; and
 - e. A list of areas on campus where the student spent time for the 48-hour infectious period.
 - f. SA will inform the student, if possible, they should isolate at their off-campus home. If isolating off campus is not possible, SA will provide isolation space on campus and coordinate the move.
 - g. SA will explain to the student the role of OhioHealth in managing their health if they are not under the care of their own healthcare provider.
 - h. SA will provide support information to the student.
 - i. SA will notify OhioHealth and they will begin to manage the health-related issues of the student that tested positive for COVID-19.
2. SA will, then, notify those individuals identified that they may have been exposed to COVID-19.
 - a. SA will inform the individuals with exposure to quarantine for 14 days.
 - b. SA will not share the name of the positive student.
 - c. SA will provide direction on how the student will quarantine.
 - d. If the individual is an employee, they will quarantine in their home and SA will inform the Director of Human Resources.
3. SA will notify the EH&S Officer of the reported positive COVID-19 case and all areas that the student may have been during the infectious period. The EH&S Officer will share the names of the positive testing students with the Franklin County Public Health Department as a courtesy due to the high volume of contacts they may receive to assist with their investigation.

4. The EH&S Officer will determine locations to be decontaminated, based on the approved University Decontamination Plan, with increased cleaning procedures in coordination with Facilities Services and Risk Management.
5. A student who has tested positive and has been placed into isolation may end their isolation when they are fever free for 24 hours with improved overall symptoms and they have received a release letter from Ohio Health or the local health department. All quarantined students must stay in quarantine for the full 14-day time period.