



**PROCEDURE FOR SPECIAL RULE 1: COVID-19 RESPONSE  
FOR INDIVIDUALS WHO SUSPECT COVID-19 INFECTION**

**1. PURPOSE**

The purpose of this procedure is to set forth a process and requirements for those individuals who access WVSOM's campus and sites who suspect COVID-19 infection.

**2. APPLICABILITY**

- 2.1 This procedure applies to all employees (full-time, part-time, and temporary), students, vendors and other guests accessing WVSOM's campus and sites.
- 2.2 WVSOM reserves the right to amend this procedure at any time, as necessary or appropriate.

**3. GENERAL PROVISIONS**

3.1 Common symptoms of COVID-19 include but are not limited to:

- 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

3.1.1 Should any employee, student, vendor, or other guest have any of these symptoms, he/she should contact a healthcare provider to determine if COVID-19 testing is needed.

3.1.2 Anyone who is ill must stay home and is not permitted to remain on campus. The individual must stay home until all symptoms have resolved and/or he/she has been cleared by a healthcare provider to return to campus. If anyone suspects COVID-19 infection, he/she should call a healthcare provider to determine what should be done.

3.2 If an employee becomes ill or tests positive for COVID-19 at any time, the employee will be required to self-isolate at home. Likewise, if a student becomes ill or tests positive for COVID-19 during the school year, the student will be required to self-isolate at home. When possible given the symptoms that the individual is experiencing, he/she should consult his/her healthcare provider by phone and if advised to go to the ER, try to call first to alert the ER that he/she is COVID-19 positive and seeking emergency medical care. The Greenbrier Valley Medical Center ER number is 304-647-6080. If the individual has symptoms such as shortness of breath, chest pain, confusion, cyanosis or inability to stay awake, he/she should call 911 and seek emergency medical attention. If possible, the hospital should be called prior to arrival.

3.2.1 The healthcare provider and/or lab that conducted the test will notify the health department if an employee or student tests positive for COVID-19. The employee or student will be asked if he/she has had recent contact with anyone else locally (from four days from date of onset) and to provide that information to the health department. Any employees or students will be notified that they may have been exposed and asked to self-quarantine at home, take temperature twice a day and monitor symptoms for 14 days. Individuals who test positive and have no symptoms are to stay home for at least 14 days. Those with symptoms should stay

home until they have been three days without fever, symptoms have improved and it has been at least 14 days since first symptoms occurred. Any area on WVSOM's campus or sites visited by the student that must be used in the next week will be cleaned. When possible, the area will be closed for a day or more before cleaning will occur.

- 3.2.2 *Individuals who test COVID-19 positive are not allowed to return to campus until cleared to do so by a healthcare provider that is specified in WVSOM Institutional Policy E-18: Examination Policy, Section 5.1.*
- 3.2.3 Based on the number of contacts the individual who tests COVID-19 positive has had, WVSOM may need to partially or completely close for a short duration.
- 3.3 Employees working with a student that has tested positive for COVID-19 should determine the following:
  - 3.3.1 Does the student have a private bedroom and bath?; access to food and water?; laundry services?; trash disposal?; needs for medications?; adequate cooling/heat?; reliable internet and/or phone?; pets?; childcare?; do others in the household have face coverings, gloves, sanitizer, disinfectant, thermometer?
  - 3.3.2 If the answer to any of these questions is “no”, then the employee should refer the student to the [Office for Multicultural and Student Affairs](#), who is the main contact for student support services.

#### 4. CDC GUIDANCE:

- 4.1 Information for individuals who have been diagnosed with COVID-19:
  - 4.1.1 If an individual is diagnosed with COVID-19, an employee (case investigator) from the health department might call the person to check-in on the person's health, discuss who the person has been in contact with, and ask the person to stay at home to self-isolate.
  - 4.1.2 Unless the diagnosed person gives permission, the person's name will not be revealed to those he/she came in contact with, even if they ask.
  - 4.1.3 The health department will ask the person to stay at home and **self-isolate**.
    - a. Self-isolation means staying at home in a specific room away from other people and pets, and using a separate bathroom, if possible.
    - b. Self-isolation is critical to protecting those who live with the diagnosed person as well as the community.
    - c. Self-isolation helps slow the spread of COVID-19 and can help keep friends and neighbors healthy.
    - d. If the diagnosed person needs support or assistance while self-isolating, then the health department or community organizations may be able to provide assistance.
  - 4.1.4 The diagnosed person should seek medical care if symptoms become severe. Severe symptoms include trouble breathing, persistent pain or pressure in the chest, confusion, inability to wake or stay awake, or bluish lips or face.
- 4.2 Information for close contacts of someone with COVID-19:
  - 4.2.1 If a person has been in close contact with someone with COVID-19, an employee from the health department (contact tracer) might call to inform the person that he/she has been exposed. They will ask the exposed person to stay at home and self-quarantine.

- 4.2.2 Close contact means the person was within six feet of a person with COVID-19 for at least 15 minutes.
- 4.2.3 The exposed person should stay at home and self-quarantine for 14 days, starting from the most recent day that he/she was possibly exposed to COVID-19. The contact tracer will inform the person of the dates of self-quarantine.
  - a. Self-quarantine means staying home, monitoring, and maintaining social distancing (at least six feet from others at all times). The exposed person should remain in a specific room separate from other non-exposed people and pets in the home, and use a separate bathroom, if possible.
  - b. If the exposed person needs to be around other people or animals in or outside of the home, he/she should wear a cloth face covering. This will help protect other people.
  - c. If the exposed person needs support or assistance with self-quarantine, then the health department or community organizations may be able to provide assistance.
  - d. Self-quarantine helps slow the spread of COVID-19 and can help keep friends and neighbors healthy.
- 4.2.4 Exposed persons should self-monitor for any symptoms of COVID-19 and should notify the health department if symptoms develop. The exposed person should seek medical care if symptoms become severe. Severe symptoms may include but are not limited to trouble breathing, persistent pain or pressure in the chest, confusion, inability to wake or stay awake, or bluish lips or face.
- 4.3 Key actions for COVID-19 diagnosis or exposure. The person must:
  - 4.3.1 Answer the phone when the health department calls.
  - 4.3.2 Follow health department guidance.
  - 4.3.3 Notify his/her healthcare provider if he/she becomes ill.
  - 4.3.4 Call his/her healthcare provider if he/she starts to feel ill and he/she has not been tested for COVID-19.
  - 4.3.5 If the person has been in close contact with someone with COVID-19, he/she should stay at home and self-quarantine for 14 days, starting from the most recent day that the person was possibly exposed to COVID-19. The person should self-monitor and maintain social distancing (at least six feet) from others at all times.
  - 4.3.6 Notify those with whom he/she has had close contact recently if he/she becomes ill.
  - 4.3.7 Seek medical care if symptoms become severe. Severe symptoms may include but are not limited to trouble breathing, persistent pain or pressure in the chest, confusion, inability to wake or stay awake, or bluish lips or face.

Procedure Title: Procedure for Special Rule 1: COVID-19 Response For Individuals Who Suspect COVID-19 Infection

Effective Date: \_\_\_\_\_ November \_\_\_\_\_, 2020 \_\_\_\_\_ Time: \_\_\_\_\_ 12:01 a.m. \_\_\_\_\_

**APPROVED BY:**

Approving Administrator – Vice President for Administration and External Relations:

\_\_\_\_\_ Date: \_\_\_\_\_

Vice President for Legal & Governmental Affairs and General Counsel:

\_\_\_\_\_ Date: \_\_\_\_\_

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