

Office/Contact: Return to Campus Taskforce

Sources/Links:

SD Department of Health: https://doh.sd.gov/documents/COVID19/BusinessScreening_Q&A.pdf

Self-checker link: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/testing.html>

Guidance on Preparing Workplaces for COVID-19: <https://www.osha.gov/Publications/OSHA3990.pdf>

NORTHERN STATE UNIVERSITY

Policy and Procedure Manual

SUBJECT: DRAFT NSU COVID-19 Self-Monitoring and Notification

NUMBER: 9.1

1. Purpose

Northern State University is committed to providing a safe and healthy community for all our faculty, staff and students. The NSU community of faculty staff and students are all responsible for implementing and following the policy. The purpose of this policy is to outline COVID-19 monitoring and notification plans for all members of the Northern State University community, including students, faculty, and staff.

2. Policy

- a. All members of the Northern State University community (students, faculty, and staff) are asked to self-monitor daily for COVID-19.
 - a. All members of the Northern State University community (students, faculty, and staff) are asked to self-monitor daily for COVID-19 by asking each morning and night whether they have any of the following symptoms:
 - Fever
 - Shortness of breath (not severe)
 - Cough
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - New loss of taste or smell
 - b. To assist in self-monitoring, students, faculty, and staff are asked to download this self-monitoring app: <https://www.apple.com/covid19> or <https://covid19healthbot.cdc.gov/> and use it each morning and night.
 - c. Students, faculty, and staff are also encouraged to use the following CARE19 app that allows for contact tracing should you be diagnosed with the virus. <https://covid.sd.gov/care19app.aspx>
 - d. NSU student athletes will follow additional screening protocols as directed by NSU Athletics.

- e. Students, faculty, and staff in certain areas of campus where social distancing cannot easily be followed, including science labs, will follow additional screening protocols as directed by the dean or vice president for that area of campus.

- b. All members of the Northern State University community are required to make notifications if they are experiencing symptoms of COVID-19, need to self-quarantine because they had close contact with someone with COVID-19, are caring for or rooming with someone who is ill with COVID-19, or have been diagnosed with COVID-19. Communication is key to preventing and slowing the spread of COVID-19.

All members of the Northern State University community (students, faculty, and staff) are asked to self-monitor daily for COVID-19. **If you have symptoms of COVID-19:**

- Employees who have symptoms of COVID-19 should:
 - contact their health provider and follow the guidance of their health provider.
 - relate to their health provider that the work on a campus and need to help prevent or slow the spread of COVID-19.
 - stay home and notify their supervisor they are experiencing symptoms.
- Students who are experiencing symptoms of COVID-19 should:
 - Self-quarantine in their residence.
 - inform roommates and/or family members with whom they share a residence.
 - inform their faculty members from their NSU email address.
 - **contact the Avera Hospital COVID-19 Hotline at 1-877-282-8372.**
 - Students who live on campus at Northern State University are required to notify the NSU Dean of Student Affairs at 605-626-2530. Students will be asked a series of questions, which will help our campus community slow or prevent the spread of COVID-19.
 - Students who are tested for COVID-19 are asked to communicate the results of their test to the NSU Dean of Student Affairs at 605-626-2530.

Have you been exposed to someone with COVID-19? Northern state community members (students, faculty, and staff) who are exposed to someone with COVID-19 are asked to follow the guidelines of the South Dakota Department of Health, based on close contact.

- The South Dakota Department of Health defines close contact as:
 - Spending prolonged periods in the same room
 - Direct physical contact – kissing, hugging
 - Shared eating or drinking utensils
 - Contact with respiratory secretions (cough, sneeze on you)
- Northern State University community members who have been in close contact with someone who has COVID-19 should follow the [decision tree from the South Dakota Department of Health](#).
- Students, faculty, or staff who have had close contact with someone who has COVID-19 and who follow the decision tree from the South Dakota Department of Health and are determined to self-quarantine and self-monitor should follow the guidelines in this Policy under “Are you caring for someone who is ill?”

Are you caring for someone who is ill?

- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor. The supervisor and Human Resources will determine the course of action to follow, which may include but is not limited to: working remotely and self-quarantine. Employees are asked to increase the frequency of their self-monitoring (see section 2.a in this Policy).
- Students who are well but who have a roommate or family member (with whom they share a residence) who has COVID-19 should notify the Dean of Student Affairs at 605-626-2530. Students who live on campus at Northern State University and have a roommate who has COVID-19 are required to notify the Dean of Student Affairs at 605-626-2530 and self-quarantine for 7 days.

Are you ill with COVID-19?

- Employee who have a positive COVID-19 test or are confirmed by their health provider as having COVID-19 must stay home from work for 14 calendar days and immediately notify their supervisor and Human Resources. Employees will be asked a series of questions, which will help our campus community slow or prevent the spread of COVID-19. NSU Communications and Marketing will inform fellow employees of their possible exposure to COVID-19 in the workplace while maintaining confidentiality as required by the Americans with Disabilities Act (ADA).
 - Students who reside off campus and who have a positive COVID-19 test or are confirmed by their health provider as having COVID-19 must stay in their residence and self-quarantine for 14 calendar days and immediately notify the NSU Dean of Student Affairs at 605-626-2530. NSU Communications and Marketing will inform employees and students of their possible exposure to COVID-19 in the workplace while maintaining confidentiality as required by the Americans with Disabilities Act (ADA).
 - Students who reside on campus and who have a positive COVID-19 test or are confirmed by their health provider as having COVID-19 must immediately notify the NSU Dean of Student Affairs at 605-626-2530 and relocate to a quarantine room and will begin the Housing Isolation Process as instructed by NSU Residence Life. NSU Communications and Marketing will inform employees and students of their possible exposure to COVID-19 in the workplace or residence hall while maintaining confidentiality as required by the Americans with Disabilities Act (ADA).
 - The South Dakota Department of Health is responsible for contact tracing.
- c. Exposure Notification. When confirmed cases of COVID-19 happen on campus, University Communications and Marketing will ensure that communication is properly disseminated. University Communications and Marketing will send timely warnings to All Campus Constituents if deemed necessary by the Emergency Management Team and in compliance with the SD Department of Health. Additionally:
- a. NSU Human Resources will immediately inform faculty of their possible exposure to COVID-19 by a student in one of their classes while maintaining confidentiality as required by the Americans with Disabilities Act (ADA).

- b. The Dean of Student Affairs will inform fellow students of their possible exposure to COVID-19 in classes while maintaining confidentiality as required by the Americans with Disabilities Act (ADA).
 - c. The Director of Residence Life will inform fellow residents of their possible exposure to COVID-19 in the residence hall while maintaining confidentiality as required by the Americans with Disabilities Act (ADA).
 - d. The Director of Residence Life will inform Facilities immediately of the residence of students diagnosed with COVID-19 if the student lives on campus at Northern State University.
 - d. Confidentiality: Except for circumstances in which NSU is required to report occurrences of communicable disease, the confidentiality of medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. NSU reserves the right to inform other employees and/or students that an unnamed person on campus has been diagnosed with COVID-19 if the other employees/students may have been exposed to the disease so that measures can be taken to protect their health (see section 2.c in this Policy).
 - e. All members of the Northern State University community (students, faculty, and staff) are asked to maintain the health of the campus community by staying at home and taking care of themselves if they have symptoms of or are diagnosed with COVID-19. Specifically:
 - Stay home from work and/or classes and away from other public places. If you must go out, avoid using any kind of public transportation, ridesharing, or taxis.
 - Monitor your symptoms. If your symptoms get worse, call your healthcare provider immediately. For medical emergencies, call 911 and notify the dispatch personnel that you have or may have COVID-19.
 - Remember to get rest and stay hydrated, cover your cough and sneezes, wash your hands often with soap and water for at least 20 seconds or clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.
 - If you have a medical appointment, call the healthcare provider ahead of time and tell them that you have or may have COVID-19.
 - As much as possible, stay in a specific room, away from other people in your home and use a separate bathroom, if available. If you need to be around other people, wear a facemask. Avoid sharing personal items with others like dishes, towels, and bedding.
 - Clean all surfaces that are touched often, like counters, tabletops, and doorknobs. Use household cleaning sprays or wipes according to the label instructions.
 - f. Return to Campus:
 - a. If you are away from campus due to your own illness, we ask that you continue to self-quarantine until cleared by a healthcare provider or until:
 - i. You have had no fever for at least 72 hours AND
 - ii. All other COVID-19 related symptoms have improved AND
 - iii. At least 10 days have passed since your COVID-19 related symptoms first appeared

- b. If you are away from campus due to your potential exposure to the virus and have been asked to self-quarantine:
 - i. Employees are asked to follow the directive of your supervisor and Human Resources and your healthcare provider.
 - ii. Students are asked to follow the directive of the NSU Dean of Student Affairs and your healthcare provider.

3. Responsible Administrator

The Co-Chairs of the NSU Return to Campus Taskforce are responsible for bi-monthly and ad hoc review of this policy and its procedures. The University President is responsible for approval of modifications to this policy and its procedures.

Source History:

Proposed NSU Return to Campus Taskforce 6/29/2020