

# Reporting and Responding to COVID-19

## Updates in Bronze text

This document provides the NHTI college community members guidance for reporting any (even a single mild) COVID-19 symptom(s), positive **or inconclusive** COVID-19 test result, or have a risk factor due to exposure to someone suspected or confirmed to have COVID-19, have post-vaccination dose symptoms or have had recent high-risk travel. **Reporting is required regardless of vaccination status.**

## Contact Tracing Overview

NHTI contact tracers work collaboratively with the NH Department of Health and Human Services (NHDHHS) regarding COVID-19 cases, identified close/household contacts, clusters and outbreaks.

**NHTI is a congregate setting.** Congregate settings have increased risk for COVID-19 transmission, both within the college community and at broader local level.

NHTI is required by New Hampshire public health laws to report COVID-19 cases to NHDHHS. An aggregate total of all cases in the college community are reported to NHDHHS weekly. Individual information is no longer reported.

Rapid identification and exclusion of those who are COVID-19 positive, have COVID-19 symptoms, or have close contact/household exposure risk will aid in identification/potential for reduction in clusters or outbreaks on campus.

## Reporting - Faculty, Staff, Students, Vendors and Visitors

All faculty, staff, students, vendors and visitors (i.e. dental patients) regardless of status (on/off campus classes, online, remote, Business and Training Center, etc.) **are required to immediately report** to the NHTI Campus Safety Department, regardless of vaccination status.

### All COVID-19 reporting must be to the NHTI Campus Safety Department

Office line (603) 230-4042, or at [nhticampussafety@ccsnh.edu](mailto:nhticampussafety@ccsnh.edu)

The NHTI Campus Safety Department will conduct an intake of all COVID-19 reports, complete follow up processes as part of the exclusion, isolation or quarantine process. Please do not share details on email and if no answer on office line leave a message and an officer will contact you.

## When to Report

Reporting **is required** if any of the following occur and regardless of your COVID-19 vaccination status:

- Any new COVID-19 symptoms (even a mild single symptom)
- A positive or inconclusive COVID-19 test result
  - **Rapid (antigen) or PCR tests are accepted**
  - **At-home non-PCR tests. Initial negative test results are not accepted. Will recommend follow-up test taken (most at home tests require this) at least 24 hours later. Take a picture of your test result(s) as it will need to be submitted**
- Community close contact/Household exposure to a person suspected or confirmed to have COVID-19
- Post-vaccination dose illness/reaction regardless of how mild the symptoms
- Recent travel (international or cruise ship) in the previous 5 days as per NH travel guidance

## Exclusion and Reporting Process

If you meet any of the above listed criteria:

- Do not come to any NHTI facility, or attend any NHTI class, activity or event and:
- **Isolate**, regardless of your vaccination status, if you have:
  - A COVID-19 positive **or inconclusive** test result, regardless if you have symptoms or not OR,
  - Have any COVID-19 symptom(s), even a mild single symptom OR,
  - Post vaccination dose illness/reaction
- **Quarantine**, regardless of your vaccination status, if you have:
  - Community Close Contact/Household exposure OR,
  - Have returned to NH in the previous 5 days after international or cruise ship travel

The initial isolation or quarantine **step** allows the **Campus Safety Department** to gather necessary information to limit potential for increased contacts and community spread of COVID-19, to determine **any potential need** for exclusion and/or reporting to NHDHHS and to provide guidance and resource information.

## Individual Reports to Department Head, Supervisor Faculty or Staff

If anyone should report any of the COVID-19 criteria to a **college employee** member do the following:

- Advise the individual to not come to any NHTI facility or attend any NHTI activity or event
- Advise the individual to contact the NHTI Campus Safety Department immediately
- Promptly forward any information you received from the employee/student to the NHTI Campus Safety Department
- Maintain the individual's privacy and do not share information or details of the individual's case with anyone that does not have an absolute "need to know", or without the individual's consent

## What Happens in the Reporting Process

### Intake Interview

Once a report is received a contact tracing team member will contact the individual who has any of the listed COVID-19 reportable criteria and conduct an intake interview and request specific information about their situation. This information may include:

- Dates, times, locations on campus and/or at an off-campus school related activity
- Where in classrooms they were seated and individuals around them
- Identify classroom/lab practices (i.e. PPE, mask wearing)
- Areas outside of classroom when they may associate with others related to the college
- Requesting COVID-19 testing results and vaccination information
- Evidence of return into the United States for travel quarantine

### Follow-up/End of Exclusion Period

Individuals identified as suspected or confirmed COVID-19 case, household contacts or high-risk travel will be advised of:

- Exclusion from campus and campus activities with an anticipated date of return
- Emailed information for NHDHHS isolation/quarantine/self-observation requirements, COVID-19 signs and symptoms, state and college testing and support resources, etc.
- Send exclusion/clearance notification via email to faculty, coaches, advisors, etc. This notification does not contain any information discussed with the contact tracing team.
- Periodic contact to check in for symptom monitoring, testing, etc.

- Provide information/final clearance on when the exclusion, isolation or quarantine ends and allowed to return to campus. **Individuals are not allowed to return to campus until provided final clearance email by a contact tracing team member.**

## Isolation/Quarantine Time Period

For an Isolation/Quarantine period of at least five days requires masks to be worn days 6-10. Due to the end of universal mask wearing, continued transmission risk for days 6-10 and per NHDHHS recommendation campus exclusion will be for at least 10 day.

## Illness on Campus – Emergent Situation

If any person develops illness on campus or shows signs and/or symptoms of COVID-19, this is considered an emergency situation.

Immediately contact the NHTI Campus Safety Department on the emergency line at (603) 224-3287, for an immediate response. Individuals who are ill shall be isolated from others and an initial assessment will be conducted.

## Post COVID-19 Vaccine Dose Reactions

COVID-19 vaccinations have potential for reaction and symptom development within 1-3 days following receipt of a vaccination dose, however, there are some specific symptoms are consistent with COVID-19, and not the result of a vaccination reaction. This is why post-vaccination symptoms must be reported to the contact tracing team for further evaluation.

## Information Provided to the Contact Tracing Team

All information that is submitted or provided to the contact tracing team is kept in strict confidence and shared limited to only those on a “need to know basis” and comply with applicable laws to maintain the privacy of individuals and their health information.

## Contact Tracing Goals

The main goals of contact tracing are:

- To identify, support and provide information and resources to those directly impacted to be excluded from campus, to self-isolate or self-quarantine per NHDHHS guidance to mitigate community transmission of COVID-19
- To prevent COVID-19 from being introduced into the college community and prevent COVID-19 clusters or outbreak if introduced to campus
- To minimize impact to college operations
- Support the local and New Hampshire community in its overall COVID-19 mitigation effort

## NHTI Contact Tracing Team

The NHTI contact tracing team consists of all members of the NHTI Campus Safety Department, and the NHTI Health Services Director.

All members of the contact tracing team have completed training in contact tracing through Johns Hopkins University.

## Definitions

### Suspected COVID-19

Any individual, regardless of vaccination status that have any new or unexplained symptoms of COVID-19, but who have not been tested for COVID-19, are considered to be suspected of having COVID-19.

### Confirmed COVID-19

Any individual regardless of vaccination status who have tested positive through a COVID-19 antigen (rapid) or PCR test, are considered to be confirmed as having COVID-19.

## Contact

### Close Contact

Within six (6) feet for a cumulative of 15 minutes or longer during a 24-hour period of a person with suspected or confirmed COVID-19 in all situations, except for a Controlled and Monitored classroom setting:

- Controlled and Monitored Classroom setting provided all conditions are met. Conditions are:
  - Universal, correct and consistent facemask use AND
  - At least three (3) feet of physical distancing, more is preferable AND
  - No/limited movement in the classroom AND
  - Continuously monitored by faculty
- Being sneezed, coughed, or direct physical contact of a suspected or confirmed case of COVID-19 regardless of duration of time

### Household Contact

Any individual who lives and sleeps in the same indoor space as another person suspected/diagnosed with COVID-19 (either a temporary or permanent living arrangement), leading to close contact and potential repeated exposure to the persons with suspected/confirmed COVID-19. This will include resident hall living situations and overnight hotel accommodations for athletics or other programs.

### Close/Household contact does not include

- Asymptomatic persons who are “up-to-date” with all required COVID-19 doses based on CDC guidelines and 14 days after last required dose, or asymptomatic persons who have had COVID-19 in the previous 90 days. These persons are still required to report circumstances to the NHTI contact tracing team for verification of information and guidance for self-observation.
- Brief contact with a COVID-19 suspected/positive person in passing
- Being in the general area that a person suspected or confirmed COVID-19 has been

## Exclusion

Removal from participation in college classes, activities or events due to suspected or confirmed COVID-19, close/household contact exposure and/or due to international or cruise ship travel.

## Isolation

Stay at home away from others and public settings due to COVID-19 symptoms and/or a positive test result (including awaiting a test result), remain in contact with your healthcare provider until you have meet NHDHHS criteria to end isolation period. **Only NHDHHS can legally place persons in isolation.**

## Quarantine

Stay at home away from others and public settings due to close contact/household exposure to a person with COVID-19 symptoms and/or a positive test result (including awaiting a test result), or travel risk. **Only NHDHHS can legally place persons in quarantine.**

## Please note

The following conduct is prohibited:

- Faculty, staff, and onsite vendors are not to conduct their own investigation into cases and/or contacts and are only to report their own or a student's reporting information as soon as possible to the NHTI Campus Safety Department.
- Failure to report illness or close/household contact exposure to the contact tracing team
- Providing false information during contact tracing operations which could impact the health and safety of individuals or the college community.
- Violation of exclusion, quarantine or isolation protocols

Failure to adhere to the required protocols outlined in this document may result in disciplinary actions for employees through CCSNH employee workplace policies, or for students under the NHTI Student Code of Conduct.

## For More Information Contact

If there are any additional questions please contact the NHTI Campus Safety Department at [nhticampussafety@ccsnh.edu](mailto:nhticampussafety@ccsnh.edu)

All information in this document was obtained from the CDC and the New Hampshire Department of Health and Human Services websites.

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