

Campus Safety

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Reporting and Responding to COVID-19

Bronze text indicates revisions to this policy

This document provides the NHTI college community members guidance and information for reporting and responding to suspected or confirmed COVID-19 for exclusion/isolation and exposure risk to someone confirmed to have COVID-19. **Reporting is required regardless of vaccination status.** For information on other communicable infectious disease please reference [Communicable Disease Policy – NHTI](#)

Reporting

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 their vaccination status.

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

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

NHTI Campus Safety Department staff are trained to conduct case management and contact tracing for communicable infectious disease, including COVID-19, as a public health process. Campus Safety Department personnel conducts intake of communicable infectious diseases reports; including COVID-19 reports and case management of the exclusion/isolation, quarantine and exposure processes.

When to Report

- Reporting **is required** under the following circumstances regardless of your COVID-19 vaccination status:
- Any 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 accepted.**
 - **Only one positive test result needed for confirmation of a positive case**
 - **Required to provide two negative test results taken at least 48 hours apart to confirm negative test result.**
 - **Take a picture of your test results as they will need to be submitted for verification**
- Exposure to a person positive with COVID-19 (see definitions later in this document) to a person confirmed to have COVID-19

COVID-19 Exclusion and Reporting Process

- If you meet any of the above listed criteria, **follow these initial steps:**
- 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,
 - Any COVID-19 symptom(s), even a mild single symptom OR,
- **If you have be exposed** to someone confirmed to have COVID-19.

These initial reporting steps allows contact tracers to gather necessary information to limit potential for increased contacts and exposure of others to 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 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 **written** consent

COVID-19 Exclusion/Isolation Time Period

The **exclusion/isolation** period for COVID-19 is **at least five (5) days** starting the day after the day of a positive test result, or start of COVID-19 symptoms(s).

Extension of **exclusion/isolation** periods depends on a variety of factors which may include, but is not limited to:

- Severity of illness. Moderate or severe illness will be at least ten (10) days isolation.
- Ability to correctly wear a high-quality facemask after day five
- Subsequent positive test result
- No or little symptom improvement
- Development of new symptoms or **worsening of symptoms** (restarts the isolation period)
- **Development of symptoms after testing positive, but asymptomatic**
- High risk congregate settings (i.e. nursing homes, correctional facilities, etc.) require isolation period of at least ten days. Schools, including Institutions of Higher Education (IHE) **are not** considered high risk congregate settings.

Exposure Risk

Those who have **COVID-19** exposure risk must contact the NHTI Campus Safety Department. This individual **will be not be excluded from campus, but will have to follow Self-Observation guidelines for ten (10) days post exposure and will be provided guidance on requirements when exposed to COVID-19 positive person(s).**

Notification of Exposure Risk

Those who have been identified **as having** exposure risk on campus or at campus related events will be notified via email of their exposure to a COVID-19 positive case and will be provided guidance **for steps to take post exposure.**

Illness on Campus – Emergency 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, **and if needed, testing through NHTI Health Services.**

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.

Exposure Risk

Exposure risk is based on a set of criteria for persons present in location of a person Confirmed as having COVID-19. Risk criteria includes: Length of exposure time, symptoms person with COVID-19 has at the time of exposure, use of face masks, if indoors/or outdoors, ventilation of indoor spaces, activities taking place and distance from COVID-19 positive persons. Based on criteria risk is defined as low, moderate or high.

Exclusion

Removal from participation in college classes, activities or events due to suspected or confirmed COVID-19.

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). Only NHDHHS can legally place persons in isolation.

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 **communicable disease** illness or exposure risk to the contact tracing team
- Providing false information during contact tracing operations which could impact the health and safety of **others**, or the college community.
- Violation of exclusion/isolation or exposure 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

If there are any additional questions please contact the NHTI Campus Safety Department at nhticampussafety@ccsnh.edu

Information contained in this document was obtained from the U.S. Center for Disease Control and Preventions (CDC) and the New Hampshire Department of Health and Human Services (NHDHHS) websites.

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