

# COVID-19 PROTOCOLS, REPORTING & CONTACT TRACING AT THE CU ANSCHUTZ MEDICAL CAMPUS

This document provides answers to common questions about COVID-19 at the CU Anschutz Medical Campus. Important links and definitions of terms used throughout can be found on page 8.

## FAQS FOR OUR CAMPUS COMMUNITY:

### How can I stay updated regarding return to campus requirements?

All CU Anschutz return to campus information is found on [www.cuanschutz.edu/coronavirus/return-to-campus](http://www.cuanschutz.edu/coronavirus/return-to-campus) and in weekly campus email updates sent Friday mornings. If you have specific questions regarding these requirements, please contact the Occupational Health Division at 303-724-4663.

### Who should fill out the COVID-19 self-report form?

All CU Anschutz students, faculty and staff, whether working remotely or on campus, should fill out the self-report form if they meet any of the conditions listed below.



### When should I fill out the COVID-19 self-report?

All CU Anschutz students, faculty and staff must fill out the self-report form if you meet any of the following conditions:

- Are exposed to a confirmed COVID-19 case
- Show COVID-19-like symptoms
- Are tested for any of the above reasons and results are pending
- Receive a positive nasal swab COVID-19 test result

This requirement applies to all campus community members: Staff, faculty, and students alike. In the event that any of the above apply to you, we ask that you fill out a self-report form immediately. We ask that you go home, stay home and wait for the Contact Tracing Team to contact you with further instructions. In most cases, the Contact Tracing Team will follow up with you within 24 hours of form submission.

Exposure requiring you to fill out a [self-report form](#) is defined as an event during which you were in close contact with an individual with COVID-19 for 15 or more minutes within 6 feet or less, regardless of mask usage.

### Do I need to fill out the COVID-19 self-report form more than once?

Potentially. Each time you have an exposure, show COVID-19-like symptoms, or receive a confirmed positive test-result, you are required to fill out the COVID-19 self-report form. You are required to provide this information if you intend to return to campus at a later date.

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## **Who receives the information provided through the self-report form?**

Your responses to the self-report form go to the Contact Tracing Team in the CU Anschutz Occupational Health Division, as well as to the CU Anschutz Human Resources Office. Your personal information is not shared with your supervisor, professor or colleagues. However, your supervisor or school-designated contact will be informed when you are cleared for return to on-campus activity without restriction.

## **Will my personal information be shared with anyone?**

No personal information will be provided to your professor, supervisor or colleagues. However, your supervisor or school-designated contact will be informed when you are cleared for return to on-campus activity without restriction.

If you receive a positive nasal swab test result, we are required to provide your name, birthdate and contact information to Tri-County Health Department, which may follow up with you for contact tracing purposes. All data transfer from CU Anschutz to Tri-County Health Department follows HIPAA-compliant rules.

## **Why is it important that I self-report a COVID-19 exposure, symptom occurrence and/or positive test result?**

By self-reporting any of the mentioned COVID-19-related events, you are helping to protect your community. As a community, we are in this together but can only safely navigate these challenges with your help. Reporting this information allows our Contact Tracing Team to help keep you and others safe, while also ensuring our campus can remain operational.

## **What happens if I do not self-report?**

Self-reporting and working with our Contact Tracing Team is non-punitive. However, by self-reporting and working with our team, you help us support you, as well as keep your colleagues and community members safer.

Due to the very serious complications that could arise from COVID-19, choosing not to self-report is an action that will be approached on a case-by-case basis.

## **Will I be notified if a fellow employee or student is quarantined or isolated?**

No personal information about any case or contact will be disclosed to another. However, if you are identified as a close contact to a confirmed COVID-19 case, we will notify you as soon as possible. While we will not share the individual's personal information, we will provide you with guidance based on your own situation and return to campus requirements.

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## **Do I need to use my personal leave accrual for time I can't work due to being quarantined, isolated or tested?**

If you are under a quarantine or isolation order by a medical provider, or experiencing COVID-19 symptoms and seeking a medical diagnosis, you may apply for coverage under the Families First Coronavirus Response Act (FFCRA). The FFCRA provides for up to 80 hours of paid leave separate from your personal leave accrual. More information on the FFCRA can be found [here](#) and the application can be found [here](#).

Hours required beyond the FFCRA leave must come from your accrued sick leave first and then, if exhausted, your annual leave.

## DAILY HEALTH QUESTIONNAIRE QUESTIONS

### **Do I have to fill out the [daily health questionnaire](#) every time I intend to visit campus?**

Yes. This is very important step in order to keep our community safe. Thank you for your patience and participation.



**DAILY HEALTH  
QUESTIONNAIRE**

### **If I accidentally answer “Yes” to any of the daily health questionnaire questions, will I be unable to visit campus?**

No. If you made a mistake and did not mean to answer “Yes” to one or more survey questions, please email [Cody Coburn](#), Occupational Health Division Manager, and she will remedy this situation.

### **If I test positive for COVID-19, will I be allowed to return to campus even though I must record this information on the daily questionnaire?**

Yes, you will be able to return to campus once your isolation period has been completed and you have received a return to campus clearance email from the CU Anschutz Occupational Health Division.

### **How will I know communications about my daily health questionnaire or return to campus clearance are legitimate?**

Email communications on these topics will come from the CU Anschutz Occupational Health Division. Note: The team may ask for your employee ID number but will never ask for your Social Security number.



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## FAQS FOR A SUSPECTED, PROBABLE, AND/OR CONFIRMED CASE:

### ► PROCEDURE: QUARANTINE VS. ISOLATION

#### What requirements do I need to meet to end my quarantine period and return to campus?

You may return to campus if you complete 14 days without COVID-19-like symptoms developing, and if you have had no further exposure to confirmed COVID-19-positive individuals. You must be cleared by the Occupational Health Division in order to return. We ask that you remain home during this time to ensure no further exposure nor potential transmission to another person during this period. This requirement may change per CDC guidelines and case-by-case differences.

#### What requirements do I need to meet to end my isolation period and return to campus?

You may return to campus if you complete 10 days of isolation from the date that you developed symptoms. In addition to completion of this time, you must also be fever-free for the final 24 hours of your isolation period (without the use of anti-fever medication such as acetaminophen/Tylenol or Ibuprofen) and show improvement of symptoms. We ask that you remain home during this time to prevent potential transmission to others. This requirement may change per CDC guidelines and on a case-by-case basis.

#### Why is quarantine longer than isolation?

**Quarantine** is for an individual who had close contact with a confirmed COVID-19 case but is not showing symptoms. Quarantine lasts 14 days from the date of exposure and encompasses the virus's possible incubation period, also referred to as the period from exposure to onset of disease/symptoms. In other words, exposed individuals who are infected with COVID-19 and show symptoms are known to do so within 2-14 days post-exposure.

**Isolation** is 10 days from the date of symptom onset. Due to the fact that the individual is already experiencing symptoms, these 10 days are to prevent the spread of the virus to others. The CDC has determined that 80% of individuals who are symptomatic and confirmed COVID-19 cases are unable to actively transmit the virus that can get others sick starting at 10 days after the onset of symptoms.

### REMINDER:

- **Suspected COVID-19 Case:** Potentially pre-symptomatic individual with close contact to known COVID-19 case, who must quarantine for 14 days.
- **Probable COVID-19 Case:** Symptomatic individual who must isolate for 10 days.
- **Confirmed COVID-19 Case:** Individual with positive COVID-19 test result, who must isolate for 10 days.
- **Quarantine:** A 14-day period, beginning on the date of exposure to someone with COVID-19, during which an individual stays home in order to monitor for potential development of COVID-19-like symptoms and to prevent potential transmission of the virus.
- **Isolation:** A 10-day period, beginning at the onset of COVID-19-like symptoms, during which a symptomatic individual stays home and away from others to prevent transmission of the virus. For individuals who have not developed symptoms but who receive a positive COVID-19 test result, this 10-day period begins on the date of the individual's positive test.

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## If I am in **quarantine**, does that mean I have COVID-19?

No. Being placed in quarantine is purely a safety measure in case you develop COVID-19.

## If I am in **isolation**, does that mean I have COVID-19?

No. Being placed in isolation is a safety measure in case you do have COVID-19 and to prevent potential transmission.

## Does my **isolation** or **quarantine** period end on the 10th or 14th day respectively or am I cleared to return to campus the following day?

**Isolation:** Given you meet all other requirements, you will be able to return to campus the following day after the last day of your isolation. For example, if your isolation ends on July 10 and you have not experienced a fever in the last 24 hours of your isolation period (without the use of anti-fever medication such as acetaminophen/Tylenol or Ibuprofen) and all other symptoms have improved, you will be able to return to work on July 11.

**Quarantine:** Assuming you did not develop symptoms during your 14-day quarantine period, you will be able to return to campus the following day after the last day of your quarantine. For example, if your quarantine ends on July 10 and you have not developed symptoms since the date of your exposure, you will be able to return to campus on July 11.

## ► PROCEDURE: TESTING

### Can I get a COVID-19 test?

If you have filled out a COVID-19 self-report form and are experiencing COVID-19-like symptoms, the Contact Tracing Team will be able to refer you for a COVID-19 test at one of three UCHHealth COVID-19 drive-up testing locations. At this time, CU Anschutz students, faculty and staff members are not billed for testing at these UCHHealth locations.

### Can I be tested for COVID-19 even if I am asymptomatic?

No, not through the Occupational Health Division. At present, students, staff and faculty can only receive testing through a UCH location if they are experiencing COVID-19-like symptoms. However, you can schedule your own test through [My Health Connection](#), regardless of insurance. There is a cost associated with asymptomatic testing through UCHHealth.

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## **If I get a negative test result, can I end my **quarantine** and return to campus?**

No. We ask that you remain in quarantine as you came into close contact with an individual who was diagnosed with COVID-19. COVID-19 has a long incubation period of up to 14 days, from the date of exposure to the date of symptom development, and there is a possibility that you could transmit the virus unknowingly, even while not experiencing symptoms. While a non-detected test (in which no evidence of virus is detected in nasal swab results) is a good sign, the test could have also been a false negative. We understand that this is an inconvenience. However, by being careful, we are best keeping everyone safe and healthy as they return to campus.

## **If I get a negative test result, can I end my **isolation** and return to campus?**

It depends on if you had exposure to a COVID-19-confirmed case. If you did not have an exposure, a negative test result and 24 hours of no fever (without the use of anti-fever medication such as acetaminophen/Tylenol or Ibuprofen) as well as improvement of other symptoms clears you to return to campus, with approval from the Occupational Health Division.

If you have had an exposure to a COVID-19-confirmed case, a negative test does not clear you to return to campus. You are required to finish your isolation period, as well as show improvement of symptoms and 24 hours fever free (without the use of anti-fever medication such as acetaminophen/Tylenol or Ibuprofen), at the end of your given isolation period. This decision is due to the long incubation period of COVID-19 as well as a probability that your test may have been a false negative.

## **► PROCEDURE: SYMPTOM TRACKING FORM**

### **Why do I need to fill out a symptom tracking form?**

**If you are **quarantined**,** the symptom tracking form is essential to helping our team determine whether you develop COVID-19-like symptoms during this period. If you exhibit COVID-19-like symptoms, we can schedule a COVID-19 test for you and will reach out to you to provide further instructions related to return to campus. If you do not develop symptoms during this period, this form also allows our team to confirm that you have successfully completed your quarantine and may return to campus without restrictions.

**If you are **isolated**,** the symptom tracking form informs our team on your progression of symptoms. If your symptoms worsen, we may be able to recommend you reach out to your primary care doctor or visit the hospital in a timely manner. This form also allows us to determine when you have successfully completed your isolation period and when you can return to campus without restrictions.

The information submitted via the symptom tracking form is HIPAA-protected, and seen only by the CU Anschutz Contact Tracing Team.

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**Do I need to submit the symptom tracking form even on the weekends?**

Yes.

**If I missed a day on the symptom tracking form, can I go back and record my symptoms for that day?**

Yes, you can simply back-date the symptoms when you record them.

## FAQS FOR SUPERVISORS, COVID OFFICIALS, AND FACULTY:

**Will I be notified that my employee or student is **quarantined** or **isolated**?**

No personal information regarding the health of an employee or student will be provided to a supervisor and/or school-designated contact. However, we ask all employees and students to notify their supervisors and/or faculty (that teach in-person classes) of their stay-at-home requirement. It is up to the discretion of the employee or student to share any personal health information with their supervisor and/or school-designated contact. We do not recommend that supervisors, school-designated contacts or faculty ask for this specific information as doing so may be a HIPAA privacy violation.

**Will I be notified when my employee or student is able to return to work/class?**

Yes. You will be notified once your employee and/or student is able to return to work or in-person class. No other information will be provided. Our intent is to ensure our employees and students are healthy before returning to work or class.

**Will I be notified if I was in contact with an employee and or student who has COVID-19?**

Yes, if you are identified as a close contact of someone with COVID-19, you will be immediately notified. You will not be notified if you did not have close contact with a COVID-19-confirmed case, as there is no risk to your wellbeing from this event.

**What should I do if I notice an employee or student is not adhering to physical distancing and mask use?**

It is a requirement to wear a mask while on campus and to keep at least 6 feet of distance between yourself and others while wearing a mask. It is helpful for all of us to provide friendly reminders our colleagues and peers of the importance of distancing measures and requirement to wear a mask. If you require assistance on this matter, please call the Occupational Health Division at 303-724-4663.

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## IMPORTANT LINKS:

- **Return to Campus Site:** [cuanschutz.edu/coronavirus/return-to-campus](https://cuanschutz.edu/coronavirus/return-to-campus)
- **COVID-19 Self-Report Form:** [ucdenverdata.formstack.com/forms/covid\\_form\\_copy](https://ucdenverdata.formstack.com/forms/covid_form_copy)
- **Daily Health Questionnaire:** [covidcheckpoint.cuanschutz.edu](https://covidcheckpoint.cuanschutz.edu)
- **Occupational Health Division:** [research.cuanschutz.edu/ehs/home/divisions/occupational-health](https://research.cuanschutz.edu/ehs/home/divisions/occupational-health)

## DEFINITIONS:

- **Asymptomatic Case:** An individual that has COVID-19 who can transmit the virus but does not show symptoms.
- **Close Contact:** Any individual who was exposed to a COVID-19-confirmed case within 6 feet for 15 minutes or more (regardless of mask use) within the following periods of time: 48 hours before the case's illness onset or since the onset of case symptoms, or 48 hours before or after the occurrence of a positive nasal swab test in an asymptomatic case.
- **Incubation Period:** The period between when a person is infected and when they start to show symptoms of the disease.
- **Isolation:** A 10-day period, beginning at the onset of COVID-19-like symptoms, during which a symptomatic individual stays home and away from others to prevent transmission of the virus. For individuals who have not developed symptoms but who receive a positive COVID-19 test result, this 10-day period begins on the date of the individual's positive test.
- **Social Distancing:** Also called "physical distancing," social distancing means keeping space between yourself and people outside of your home. At least 6 feet is recommended. It is important to wear a mask while social distancing, and to social distance while wearing a mask.
- **Quarantine:** A 14-day period, beginning on the date of exposure to someone with COVID-19, during which an individual stays home in order to monitor for potential development of COVID-19-like symptoms and to prevent potential transmission of the virus.
- **Suspected COVID-19 Case:** Potentially pre-symptomatic individual with close contact to known COVID-19 case, who must quarantine for 14 days.
- **Probable COVID-19 Case:** Symptomatic individual who must isolate for 10 days.
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