

### **KGI Employee or Student COVID-19 Diagnosis**

- If you have been on campus for the past 14 days and have received a confirmed COVID-19 diagnosis, you should self-report to KGI. Employees should notify Human Resources at [hr@kgi.edu](mailto:hr@kgi.edu) and students should notify Student Affairs at [deanofstudents@kgi.edu](mailto:deanofstudents@kgi.edu). Please know your confidentiality is protected, and you will not be identified by name to anyone in the community as having contracted COVID-19. Once notified, Human Resources or Student Affairs will forward the information to The Claremont Colleges Student Health Services for Contact Tracing and other LACDPH requirements. Please take note of the following points:
  - **KGI will NOT send out notices to the KGI community regarding positive cases of COVID.**
  - **Student Health Services WILL contact individuals who may have had contact with an infectious case of COVID-19.**

### **KGI Employee or Student (Online)**

- If there is a KGI employee or student who mentions during a class or meeting online, information regarding exposure to a confirmed case or believes they have the virus, please send the individual our contact information. Employees can notify Human Resources at [hr@kgi.edu](mailto:hr@kgi.edu), and students should notify Student Affairs at [deanofstudents@kgi.edu](mailto:deanofstudents@kgi.edu).

## **KGI Communications Protocols for COVID-19 Cases**

The Los Angeles County Department of Public Health outlines the following requirements for Exposure Management Planning, all of which have been implemented by KGI:

- ✓ A designated COVID-19 Compliance Task Force that is responsible for establishing and enforcing all COVID-19 safety protocols and ensuring that staff and students receive education about COVID-19. A designated COVID-19 Compliance Officer<sup>1</sup> who serves as a liaison to DPH in the event of a COVID-19 cluster or outbreak.
- ✓ A plan for all students and employees who have symptoms consistent with COVID-19 infection or are quarantined because of exposure to case(s) on campus to have access to testing or be tested for COVID-19 infection.

### **KGI Exposure Management Plan for 1 COVID-19 Case**

1. After identifying 1 laboratory confirmed COVID-19 case (student or employee), the Claremont Student Health Services (SHS) instructs the case to follow Home Isolation Instructions for COVID-19 ([www.publichealth.lacounty.gov/acd/ncorona\\_2019/covidisolation/](http://www.publichealth.lacounty.gov/acd/ncorona_2019/covidisolation/)).
2. The SHS informs the case that DPH will contact the case directly through the DPH Case and Contact Investigation Program to collect additional information and issue the Health Officer Order for Case Isolation.
3. SHS works with the case to generate a list of students and/or employees with exposure to the case while infectious. Cases include all students or employees affiliated with KGI including those who work or reside both on- and off-campus. SHS submits this information to DPH using the [COVID-19 Case and Contact Line List for the Educational Sector](#) within 1 business day of notification of a case. If needed, additional time may be requested. For technical assistance on how to complete the line list contact: [ACDC-Education@ph.lacounty.gov](mailto:ACDC-Education@ph.lacounty.gov).

---

<sup>1</sup> The Claremont Colleges [Student Health Services](#) acts as KGI's liaison to the LA County Department of Public Health and conducts all contact tracing for KGI Faculty, Staff, and Students.



- a. A case is considered to be infectious from 2 days before their symptoms first appeared until they are no longer required to be isolated (i.e., no fever for at least 24 hours without the use of medicine that reduces fever AND other symptoms have improved AND at least 10 days have passed since symptoms first appeared). A person with a positive COVID-19 test but no symptoms is considered to be infectious from 2 days before their test was taken until 10 days after their test.
  - b. A person is considered to have been exposed if they are one of the following:
    - i. An individual who was within 6 feet of the infected person for more than 15 minutes, even if a non-medical face covering was worn;
    - ii. An individual who had unprotected contact with the infected person's body fluids and/or secretions of a person with confirmed or suspected COVID-19 (e.g., being coughed or sneezed on, sharing utensils or saliva, or providing care without using appropriate protective equipment).
4. Students and employees that are identified to have had an exposure to the case are notified by SHS. The notification of exposure will include the following messages:
- a. Students and employees with exposure to a campus case should test for COVID-19, whether or not they have symptoms, and inform SHS of test results. This will determine the extent of disease spread on campus and serve as a basis for further control measures. Testing resources include: Employee Health Services or Occupational Health Services, Student Health Center, Personal Healthcare Providers, Community Testing Sites: [covid19.lacounty.gov/testing](https://covid19.lacounty.gov/testing). Individuals who need assistance finding a medical provider can call the LA County Information line 2-1-1, which is available 24/7.
  - b. Exposed students and employees should quarantine for 14 days since last exposure to the case while infectious (as defined above), even if they receive a negative test result during their quarantine period. A person who tests negative may subsequently develop disease, with or without symptoms, if tested during the incubation period (i.e. time period between exposure and disease onset). Home Quarantine Guidance for COVID-19 is available at: [www.publichealth.lacounty.gov/acd/ncorona2019/covidquarantine](https://www.publichealth.lacounty.gov/acd/ncorona2019/covidquarantine).
  - c. KGI will assist with identifying housing for students and faculty living on campus to safely isolate or quarantine when needed.
  - d. DPH will contact exposed students and employees directly through the Case and Contact Investigation Program to collect additional information and issue the Health Officer Order for Quarantine.
5. The KGI COVID-19 Task Force will determine whether additional notification is needed to inform the wider campus community about the exposure and precautions being taken to prevent spread of COVID-19.

### **KGI Exposure Management Plan for 2 COVID-19 Cases within a 14-day Period**

1. After identifying 2 laboratory confirmed cases (students and/or employees) within a 14-day period, SHS follows required steps for 1 confirmed case.
2. SHS assesses whether the 2 cases are epidemiologically linked, meaning that the two affected individuals were both present at some point in the same setting and same time while either or both were infectious. A case is considered to be infectious from 2 days before symptoms first appeared until they are no longer required to be isolated (i.e., no fever for at least 24 hours without the use of medicine that reduces fever AND other symptoms have improved AND at least 10 days have passed since symptoms first appeared). A person with a positive COVID-19 test but no symptoms is considered to be infectious from 2 days before their test was taken until 10 days after their test.



- a. Determination of epidemiological links between cases may require further investigation to understand exposure history and identify all possible locations and persons that may have been exposed to the case while infectious at the site. NOTE: Epidemiologically linked cases include persons with identifiable connections to each other such as sharing a physical space (e.g. in a classroom, office, or gathering), indicating a higher likelihood of linked spread of disease in that setting rather than sporadic transmission from the broader community.
  - i. If epidemiological links do not exist, SHS continues with routine exposure management.
  - ii. If epidemiological links exist, the KGI COVID-19 Task Force will reinforce messages to students and employees on precautions to take to prevent spread on campuses, including implementation of site-specific interventions.

### **Exposure Management for $\geq 3$ COVID-19 Cases within a 14-day Period**

1. If KGI identifies a cluster of 3 or more laboratory confirmed cases (students and/or employees) within a 14-day period, the following steps will be followed:
  - a. SHS reports the cluster to DPH Acute Communicable Disease Control (ACDC) Education Sector Team within 1 business day via email at: [ACDC-Education@ph.lacounty.gov](mailto:ACDC-Education@ph.lacounty.gov) or by calling (888) 397-3993 or (213) 240-7821.
  - b. SHS completes the Line List for Cases and Contacts, available at: COVID-19 Case and Contact Line List for the Educational Sector and submit to [ACDC-Education@ph.lacounty.gov](mailto:ACDC-Education@ph.lacounty.gov).
  - c. The ACDC Education Sector Team will review the Line List for Cases and Contacts to determine whether the outbreak criteria have been met. The ACDC team will contact SHS within 1 business day to advise on next steps.
    - i. If outbreak criteria are not met, SHS continues with routine exposure management.
    - ii. If outbreak criteria are met, DPH Outbreak Management Branch (OMB) is activated.
    - iii. An OMB public health investigator is assigned to coordinate with KGI on outbreak management for the duration of the outbreak investigation.
    - iv. The KGI COVID-19 Task Force working with SHS will submit requested information, including updates to the Line List for Cases and Contacts to the OMB Investigator until the outbreak is resolved (i.e., at least 14 days since the last confirmed case)
2. Prior to reporting a cluster to the DPH ACDC Education Sector Team, SHS will determine whether at least 3 cases in the cluster have epidemiological links.