CONTACT TRACING PLAN – FALL 2020

Contact tracing refers to the process of quickly identifying and quarantining a patient’s recent contacts in order to locate individuals who might be at risk for contracting COVID-19. The New York State Department of Health (NYSDoH), along with the Oneida County Health Department (OCHD), has established protocols for contact tracing according to professional public health standards.

Student Life will oversee a program that provides contact tracing support for the state and county health departments.

HAMILTON COLLEGE COVID-19 PCR TESTING PROCESS AND RESULTS

All students, faculty, and staff will be tested on campus using a PCR diagnostic test. Students will be tested two times per week for the entire semester; faculty and staff will have on-campus access for testing once per week. Testing supplies are provided by the Broad Institute, the testing process is overseen by Bassett HealthCare, and test results are provided by CareEvolve.

During the initial testing registration process, all those being tested will be asked to confirm their cell phone number, which will allow CareEvolve, the College, and OCHD to contact individuals.

At the end of each testing day, a courier will deliver all test samples to the Broad Institute lab in Boston. Within 48 hours, CareEvolve will send results, via an online portal, to the individual being tested. Positive results will be sent to the NYSDoH, the OCHD, and the Hamilton College Health Center (HCHC).

In the case of a positive test result, students will be contacted by both the OCHD and the HCHC; faculty and staff will be contacted by the OCHD. Students, faculty, and staff will also be notified via this portal if their results are negative for COVID-19.

POSITIVE RESULTS

Students who test positive for COVID-19 will be contacted by trained contact tracing personnel through both the OCHD and Hamilton College. The OCHD will initiate an interview of COVID-19 positive cases.
to notify and verify positive status and begin the process of contact tracing. All contact tracers (HCHC staff and volunteers) will be trained by New York State.

**COVID-19 POSITIVE INITIAL INTERVIEW**

*The OCHD will “own” all positive cases, meaning they will initiate an interview with those who test positive, contact trace, and follow-up daily.*

Hamilton College expects all faculty, staff, and students to comply with contact tracing protocols in order to improve the College’s ability to contain potential flare-ups of COVID-19 quickly and effectively.

In the event of a positive test result, HCHC staff will notify students of their positive results and work with the campus team to get students moved into isolation housing in a quick and efficient manner. Staff will remind students of the importance of answering the call from the OCHD, whose staff will interview and monitor them while in isolation.

HCHC staff, along with Campus Safety, will immediately initiate the College’s isolation protocol.

**ISOLATION INFORMATION FOR STUDENTS**

Students who test positive for COVID-19, or who are considered a Person Under Investigation (PUI), will be required to move to isolation housing. Students in isolation typically remain there for at least 10 days following illness onset, likely longer. This is to help limit further exposures to community members.

1. Reporting of suspect or confirmed cases of COVID-19 is mandated under the New York State Sanitary Code (10NYCRR 2.10,2.14). This responsibility rests with both the care provider ordering and the laboratory processing the test.
2. Once notified of the need to move into isolation, students need to remain in their room, gathering any necessary supplies they need with them while living in the alternate housing. They should remain in their room until contacted directly by student transportation operators by phone, notifying them that they have arrived to bring them to their temporary room.
3. HCHC staff and/or OCHD personnel will need to communicate with students regularly. It is important that they answer their phone when called or promptly return messages. Review the following link from NYSDOH as a reminder: [NYSDOH Contact Tracing](#).
4. Individuals’ health will be monitored regularly by OCHD personnel. Students should be taking their temperature and pulse oximeter reading twice a day and logging it onto page 8 of the CDC
CARE handout provided in the isolation kit. It is important that they complete this task twice a day as instructed and make themselves available to HCHC and/or OCHD staff when they call.

5. During daily check-in with the Hamilton College Contact Tracing Team (HCCTT), students can bring up any other issues that may arise while in alternate housing so that the appropriate resources can be provided.

6. Students should review the isolation instructions.

7. Students should review the isolation kit list and make staff aware if items are missing or when they are running low on supplies so that additional items can be provided.

8. The following link from the NYSDOH provides additional insight into isolation procedures: NYSDOH COVID-19 Testing Next Steps.

9. Individuals need to contact the Dean of Students Office if they would like to be considered for academic accommodations during this time.

10. Students will be transported to and from isolation housing by members of the student transportation team.

The OCHD will also initiate an interview, that will last approximately 45 minutes, through the cell phone number provided when first tested on campus. Caller ID will display “NYS Contact Tracing (518-387-9993).” In this interview, the tracer will collect vital information such as name, race, gender, clinical information, medical history, risk factors, recent travel, business visits, etc. Medical monitoring from the OCHD will take place daily via an online portal. Daily wellbeing and mental health checks will be conducted by the HCCTT.

Positive cases will receive clearance to return to campus from the OCHD following a minimum of 10 days in isolation. Students must be fever free without use of medication for at least the last three days, and their symptoms should be improving and/or resolved. HCHC staff and Campus Safety will coordinate transportation back to campus.

**CONTACTS OF POSITIVE CASES**

Contact tracing will be conducted for close contacts, defined as those individuals who were within six feet of an infected person for at least 10 minutes starting from two days before illness onset (or, for asymptomatic patients, two days prior to specimen collection) until the time the patient is isolated. Contact tracing will be initiated by both the OCHD and the HCHC. The HCHC will coordinate its contact lists with the OCHD. Once close contacts have been identified, HCHC staff and Campus Safety will initiate the College’s quarantine protocols. Contacts will be sent to a local hotel and instructed to quarantine for 14 days from the last time of exposure. Daily health monitoring of quarantined individuals will be conducted by the HCCTT.

Students are anticipated to be released from quarantine after 14 days. HCHC staff and Campus Safety will coordinate transportation back to campus.
CONTACT TRACER JOB DESCRIPTION

Using [CDC as a reference](https://www.cdc.gov), the role of a contact tracer is to notify people when they have been exposed to COVID-19, provide them with information on quarantine expectations, help monitor their situation, and provide support. If needed, contact tracers can refer people to resources that can help them adhere to the quarantine recommendations.