COVID-19 TESTING, ISOLATION, AND QUARANTINE PLAN – FALL 2020

In an effort to reduce the transmission of COVID-19, time is of the essence when placing an individual into isolation or quarantine. This document will serve as a guideline for the process.

At the end of 2019, a novel (new) coronavirus was identified and has spread rapidly throughout the world. The virus is named SARS-CoV-2, severe acute respiratory syndrome coronavirus 2. COVID-19 refers to the disease caused by the virus. COVID-19 can range from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. For the most current list of symptoms, view CDC symptoms.

Some people can be at higher risk from COVID-19. To assess your risk with the most current information available, review the following CDC links:


Individuals considered at higher risk, or those with overall concerns about returning to campus, should contact their medical care provider to discuss their situation. Their provider can recommend whether it is appropriate for them to return to campus and can provide a medical action plan to guide them should
they become sick with or exposed to COVID-19. This message was relayed to all students via a listserv email on July 31, 2020. Individuals who have received an action plan from their medical care provider should have a copy faxed directly to the Hamilton College Health Center (HCHC). The secure fax number is 315-859-4963. Upon receipt, staff will reach out to review the plan with students or their providers if clarification is needed.

**TESTING**

Hamilton College is planning a multifaceted approach to testing and ongoing monitoring:

1. All students are required to get a diagnostic PCR test at home seven to 10 days before their planned arrival on campus.
   
   a. Students who test negative should bring a copy of their test results to campus or have the results faxed to the HCHC, 315-859-4963.
   
   b. Students who test positive should remain at home until their symptoms have resolved and the local health department feels it is permissible for them to safely leave isolation and travel to campus. Per current New York State Department of Health (NYSDoH) guidelines, we anticipate such individuals will be unable to leave isolation and travel for at least 10 days after their illness onset, likely longer. Individuals who are asymptomatic but test positive are subject to isolation for at least 10 days after their positive test and in consultation with their local health department. Compliance will help protect the community at large. All students are expected to provide a copy of their positive test results and documentation that they are cleared to return to campus directly to the HCHC from their local health department or primary care provider.
   
   c. For students unable to secure a test at home, Hamilton College has partnered with Let’s Get Checked (LGC).
      
      i. Students need to notify Hamilton College that they need a home kit provided. This list of students, including their confirmed address for receipt of the test kit, will be sent directly to LGC.
      
      ii. LGC will send the kit directly to the address provided by each student, unless the student is a minor.*
      
      iii. Students will administer the test to themselves per the instructions included with the test kit and send it back to LGC for processing.
iv. Consents for testing are signed prior to test kits being delivered. This consent allows results to come directly to the HCHC; therefore, students do not need to provide copies to the HCHC.

v. LGC personnel are responsible for notifying the appropriate local and state authorities in the event of a positive result. HCHC personnel will reach out to students with positive tests reminding them not to come to campus until cleared by their medical provider back home. They will also direct students to notify the Dean of Students Office so they are aware of the delayed return to campus and can work with students around a variety of potential needs: travel, accommodations, faculty liaison, etc.

vi. * For minors, their parent or legal guardian should contact Jan Rishel at jrishel@hamilton.edu. Hamilton will send kits to the parent or guardian with the expectation that they will have their primary care provider back home administer and return the test per the instructions provided with the kit. If residing in a quarantine setting out of their home state, parents or guardians can still secure a kit, but it should be administered by a medical provider where the student is staying.

2. Large-scale screenings of asymptomatic individuals are planned to be instituted per NYSDoH guidelines. Hamilton Colleges plans to perform diagnostic molecular (PCR) tests for our screenings, in partnership with Bassett Healthworks (collection of tests) and Broad Genomics Institute (processing of tests). The timeline for the current approach to PCR testing for asymptomatic students follows:

   a. When students arrive on campus they will be tested and are then expected to quarantine in their residence hall room until negative results are back, hopefully within 48 hours of collection.

   b. Twice-a-week testing is planned for all students for the entire semester.

   c. Increased testing will be considered should the need arise.

   d. Testing in response to identified hotspots on campus is planned.

3. Diagnostic testing for symptomatic students:

   a. Rapid testing using the Sofia 2 SARS antigen test will be performed in the HCHC once the equipment has been secured, delivered, and implemented, which at the date of this writing is not yet determined.

      i. If positive, students will be placed in isolation housing.
1. The Oneida County Health Department (OCHD) will be notified per New York State mandate.

2. Campus contact tracing will begin to identify close contacts and get students into quarantine housing. This effort will be in conjunction with the OCHD.

3. An individual in isolation will remain in isolation and will not be released until cleared to do so. All individuals in isolation will be interviewed initially and regularly monitored by OCHD personnel. Only OCHD personnel can determine isolation release dates.

4. Per NYSDoH guidelines on May 30, 2020, the NYSDoH is adopting CDC guidance and recommends that persons with COVID-19 illness recovering at home (or other home-like settings such as a hotel) maintain isolation for at least 10 days after illness onset and at least three days (72 hours) after recovery.

   a. Illness onset is defined as the date the symptoms began.

   b. Recovery is defined as resolution of fever without the use of fever-reducing medications, with progressive improvement or resolution of other symptoms.

**Symptom Based Strategy to Discontinue Home Isolation for Persons with COVID-19**

ii. If negative, students will have a PCR test sent out for COVID-19 testing.

   1. Such individuals will be placed in isolation as a Person Under Investigation (PUI) until their results are back.

   2. The OCHD will be notified. If it is recommended after consultation that campus contact tracing be completed, shared efforts will take place.

      a. Positive PCR results will warrant an individual to remain in isolation per above guidelines.

      b. A probable case will be defined as:

         i. An individual who is symptomatic with symptoms consistent with COVID-19 AND
ii. Has had close contact with any individual who has tested positive for COVID-19 AND

iii. Had a negative PCR test result

iv. In such cases, individuals will remain in isolation and only released consistent with the guidelines listed above for release of positive cases.

c. Negative PCR results may allow an individual to be released at a different anticipated date. Individuals who do not meet the criteria for a probable case may be kept in isolation as defined above per the discretion of the health care provider and in coordination with the OCHD.

4. All students returning to campus agree to immediately notify the HCHC, Campus Safety, Residential Life, or other College officials if they are sick or have symptoms consistent with COVID-19. They should follow all instructions provided by officials on how to proceed. The nurse triage line can be accessed after hours and weekends by students and will allow them to discuss their medical concerns with a registered nurse.

5. Students who have tested positive for COVID-19 within the previous 90 days will not be expected to undergo ongoing on-campus PCR testing twice a week, due to the concern over receiving false positive results. These individuals will be expected to provide documented proof of their positive COVID-19 test results to the HCHC. In addition, they will need to provide a statement from their local health department or primary care provider that clearly documents they have been cleared to return to campus and that designates whether any ongoing medical care and support are needed. These recommendations are based on CDC guidance from July 22, 2020: CDC Duration of Isolation & Precautions for Adults with COVID-19. These students will be entered back into ongoing campus testing efforts once 90 days have passed from their positive test results. The following information from the guidance shared is especially noteworthy:

   a. Asymptomatic individuals who have successfully completed isolation requirements and have been released should not be tested again for COVID-19 in the subsequent 90 days, even if they had close contact with an infected person.

   b. If an individual develops symptoms and an alternate diagnosis cannot be established other than SARS-CoV-2 infection, the CDC recommends that an infectious disease specialist be contacted for guidance. Isolation may be warranted, especially if the symptoms developed following close contact with an infected person.

6. Students who develop symptoms consistent with COVID-19 after hours or over the weekend should:

   a. **Stay in their room** so as not to risk potentially exposing others.
b. If it is a medical emergency, such as difficulty breathing, chest pain, or shortness of breath, call Campus Safety at 315-859-4000 for activation of an emergency medical response. Transport to a local off-campus medical facility will occur if necessary.

c. If it is after hours:

i. Students should call the main phone line for the HCHC (315-859-4111) and follow the prompts for the afterhours RN triage line. Typically, they must provide their information and concerns to an operator and then wait for a call back from the nurse. If the nurse feels a student needs immediate care, he or she will direct the student to a number of local off-campus medical facilities, which may vary depending on the time of day. Students may be asked to follow up with the HCHC the following day. In any case, it is important that students remain in their room in order to minimize exposure risks.

ii. When on campus, students may call Campus Safety at 315-859-4000 for the student EMT agency (HCEMS) to be dispatched to their location for an evaluation. These are trained individuals, but they cannot provide a diagnosis. They may suggest that a student needs to go off campus for further evaluation depending upon symptoms. EMTs may suggest that students call the HCHC the next day, in which case students are advised to stay in their room to avoid further exposing other individuals.

iii. Students may choose to wait and review with the HCHC staff by phone during the next business day if they experience new onset mild symptoms and feel comfortable managing their symptoms and are able to remain in their room while waiting.

iv. If students opt for off-campus testing and test positive by rapid testing or are considered PUI while awaiting send-out test results, they need to notify Campus Safety as soon as possible so that they can be placed into isolation housing while awaiting results. Campus Safety will, in turn, notify key individuals on campus.

**CONTACT TRACING**

The Hamilton College Contact Tracing Team (HCCTT) is a group of employees who have been trained for contact tracing efforts. These individuals have completed the Johns Hopkins contact tracing course and have undergone training with the OCHD in the use of the CommCare system for sharing information more readily and easily for individuals in both isolation and exposure quarantine. Per the agreement between the OCHD and Hamilton College, it is understood that the OCHD will actively manage and follow all individuals in isolation for case investigation and continued monitoring until
released. Only the OCHD can release an individual from isolation. It is also understood that the HCCTT will be actively managing and monitoring all individuals in quarantine until cleared for release. The hope is that the shared CommCare database will make information sharing more accessible and easy. This approach is subject to change as necessary for response to changes with the SARS-CoV-2 pandemic. A more extensive plan is detailed elsewhere.

**MONITORING**

Using a mobile app questionnaire (emocha) to monitor symptoms consistent with COVID-19 is another approach to mitigating spread on campus. This questionnaire is a daily symptom checker. All students on campus must complete this daily before leaving their room and by 11 a.m. at the latest. Hamilton College will provide each student with a thermometer upon their return to campus to aid in completing the daily questionnaire. If students have questions about taking their temperature or using the app, they can call the HCHC to review with staff, 315-859-4111. Failing to complete this task regularly can result in a conduct violation, which if repeated may result in students needing to return home in advance of the scheduled end of the semester.

Because this app must be used daily in order to be most effective, weekend response is important. Students can call the main line for the HCHC over the weekend and follow the prompts to connect with a nurse to review any medical questions or concerns. The HCHC will follow up these calls on the next business day per its normal protocol.

**ISOLATION INFORMATION FOR STUDENTS**

If individuals test positive for COVID-19 or are considered a Person Under Investigation (PUI), they will be required to move to isolation housing. Students in isolation typically will 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 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 to live 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 or OCHD personnel will need to communicate regularly with those in isolation. It is important that students 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. Those in isolation 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 their isolation kit. It is important that they complete this task twice a day as instructed and make themselves available to HCHC and OCHD staff when they call.

5. During their daily check-in with the HCCTT, students can bring up any other issues that may arise while in alternate housing so that the appropriate resources can be identified.

6. Students are reminded to review the isolation instructions.

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

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

9. Individuals need to contact the Dean of Students Office directly 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.

**QUARANTINE INFORMATION FOR STUDENTS**

Individuals who have been exposed to someone who has tested positive for COVID-19 will need to move to quarantine housing for at least 14 days. This is to help limit further campus community exposures in the event that they develop COVID-19.

1. HCHC staff or OCHD personnel will need to communicate with those in quarantine regularly. It is important that they pick up the phone when called or promptly return messages. Students should the following link from NYSDOH as a friendly reminder: NYSDOH Contact Tracing.
2. Once notified of the need to move into quarantine, students need to remain in their room, gathering any necessary supplies they need to live 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. Students’ wellbeing will be monitored daily by the HCCTT. Students should be taking their temperature twice a day and logging it onto page 8 of the CDC CARE handout provided in their quarantine kit. It is important that they complete this task as instructed and make themselves available to staff when they call.

4. During daily check-in with the HCCTT, students can bring up any issues that may arise while in alternate housing so that the appropriate resources can be provided.

5. Students are reminded to review the quarantine instructions.

6. Students are reminded to review the quarantine kit list and make staff aware if items are missing or if they are running low on supplies so that additional items can be provided.

7. The following link from NYSDOH provides additional insight into quarantine procedures: NYSDOH COVID-19 Testing Next Steps.

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

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

**RELEASE FROM ISOLATION/QUARANTINE**

Upon release from both isolation and quarantine housing, students will be instructed to give the oral thermometer and, if applicable, the pulse oximeter to the student transport operator for collection and return to the HCHC. Tupperware-type bins will be given to the operators for such collection purposes. These bins will be turned over to HCHC staff who will wait at least 24 hours before opening the bins and cleaning the items. Be advised that students in isolation or quarantine cannot evacuate to home or a designated location in the event of a campus shutdown, but must remain in alternate housing until their designated time is completed. This is to prevent further exposure to other community members. Compliance is expected and appreciated. Parents wishing to bring their students home sooner will need to coordinate an approved plan between the OCHD and their local home health department.
**ISOLATION/QUARANTINE PROCESS**

When a student is placed into either isolation or quarantine, the following individuals must be notified via the shared Google Drive document (Isolation & Quarantine Housing Data):

1. Campus Safety: Frank Coots, Wayne Gentile, Mike Houle — permission to edit

2. Dean of Students: Ashley Place, Jeff Landry — permission to view

3. Facilities Management: Mike Strong — permission to view

4. HCHC: Barbara Fluty, Kristin Rutherford, Maureen Hughes, Diann Lynch, Betty Burkhart, Stacie Wallace — permission to edit

5. Lucy Burke — permission to edit

Individuals will need to adjust their personal settings within the Google document so that they receive notifications each time the document is edited, because it will not always be feasible to reach each necessary person directly as part of the deployment process. Individuals on this list are asked to be vigilant in checking their email while on duty in order to maintain awareness of this fluid situation.

Information fields contained in this document include the following:

- Last name
- First name
- Date of birth
- Cell phone number
- Dietary restrictions
- Date of first symptoms (students in isolation)
- Date diagnosed (students in isolation)
- Date of last contact with positive case/PUI (students in quarantine)
- Room admission date and time (for placement into alternate housing)
- Isolation assignment
To expedite the deployment of students into alternate housing as necessary, rooms will be assigned by Campus Safety. Information will be captured on the shared Google Drive document referenced above. (Only fill out fields pertinent to you). For example, individuals outside of the HCHC should not enter dates related to symptoms or diagnosis. HCHC personnel will be responsible for inputting anticipated release dates and final discharge dates. Understand that anticipated release dates are subject to change depending on an individual’s symptoms and recovery and as the situation may change for those students in quarantine (who develop symptoms themselves or whose cohort tests positive while in quarantine further lengthening their time in alternate housing). Isolation release dates are only determined by OCHD personnel. A small stock of both isolation and quarantine care kits (five of each) will be available in Campus Safety for use after hours or on weekends during rapid deployment into alternate housing. The daily discharge time for final release from isolation or quarantine housing is 11 a.m. Campus Safety or the student transportation office will coordinate these returns directly with students.

The following alternate housing locations have been secured:

1. Isolation housing
   a. Bristol Center, located on campus, 12 rooms offering a single bed with a single-use bathroom.
   b. Hampton Inn and Suites New Hartford, located at 201 Woods Park Drive in Clinton, 30 rooms offering a single bed with a single bathroom.

2. Quarantine housing
   a. Burrstone Inn, located at 1777 Burrstone Road in New Hartford, 54 rooms offering 75 beds total.
   b. Hampton Inn and Suites New Hartford, located at 201 Woods Park Drive in Clinton, 35 rooms offering 70 beds total.

Signage for the fourth floor of Bristol will be put in place designating it as a restricted area. This also serves as a reminder to all individuals entering the space to proceed with caution and only enter if they have a reason. COVID-19 restricted area signage as developed by Facilities Management personnel
would work well for this purpose. Since the other alternate housing spaces are not directly under Hamilton College’s direction, signage will be implemented as necessary per their discretion.

The following will be provided at each specific location:

1. Bristol Center rooms:
   a. Furnished with a microwave and mini-fridge
   b. Bed linens, towels, and basic toiletries (shampoo, soap) provided
   c. Meals will be delivered to the closed room door three times a day per the schedule arranged by Lucy Burke in direct communication with Bon Appetit. Workers of Bon Appetit will make food deliveries while wearing necessary PPE.
   d. Tied-off trash bags will be picked up from the hallway daily by Facilities Management crews when performing their rounds.

2. Hotel rooms:
   a. Furnished with a microwave and mini-fridge
   b. Bed linens and towels supplied by the hotel directly. If replacement linens are needed, students should contact the front desk using the telephone in their room. Used linens should be placed inside the trash bag provided in the care kit, tied off, and set outside the door in the hallway. New linens will be provided to the closed door of the occupant. It is the responsibility of room occupants to change their own bed linens while in quarantine housing.
   c. Meals will be delivered to the closed room door three times a day per the schedule arranged by Lucy Burke in direct communication with Bon Appetit. Workers of Bon Appetit will make food deliveries while wearing necessary PPE. Individuals staying at the Hampton Inn and Suites New Hartford may be able to get breakfast delivered to their room by hotel staff when ordered the night before per the facility’s ordering procedure.
   d. Tied-off trash bags will be picked up from the hallway daily by hotel staff per their arrangement with Hamilton College.

EMERGENCY PREPAREDNESS

Because the prevalence of COVID-19 in the community can fluctuate and remain fluid, it is important that students plan in advance for the possibility that they will either be exposed to or test positive for
COVID-19. As such it is expected that each student will have an emergency bag packed and ready for rapid deployment should the need arise. Items suggested for such an emergency kit include:

1. A two-week supply of any medication taken on a regular basis
2. Personal care items such as deodorant, shampoo, conditioner, soap or body wash, lotion, shaving cream, razor, toothbrush, toothpaste, hairbrush, hair ties
3. Enough comfortable clothes to rest or recover in while staying in alternate housing
4. Enough socks and undergarments to last for two weeks
5. Phone and computer chargers*
6. Coursework and supplies needed to remain on task while in alternate housing*
7. Extra blanket or pillow*
8. Snacks to suit personal preferences while in alternate housing

*Be prepared to gather such equipment and supplies in a quick and efficient manner if the need arises.

CAMPUS EVACUATION

COVID-19 remains a fluid situation, so all students should create a safety plan in the event that the campus must close and students need to evacuate. A larger policy is in place for campus evacuations, however, students should consider the following:

1. Identify a designated location that you can evacuate to quickly if needed (within 24-48 hours of the evacuation notice). This location should be a place where you can stay in the event that the evacuation is long term. This may be your home residence, but in some cases, it may be alternative long-term housing.

2. Identify how long it will take you to get to your designated evacuation location and how you will get there (personal car, bus, train, Uber, etc.). Individuals relying on large-scale public transportation efforts such as cross country air travel may want to consider other options in the event of a campus evacuation.
3. All students should update their emergency contact information with at least two individuals' names.

**DASHBOARD**

The COVID-19 Task Force will regularly monitor specified parameters and react according to the data. Their efforts may be guided by input from state and local authorities when making decisions. The following metrics are suggested for their review when determining the need to shift operational status on campus:

1. The number of cases related to each other (resulting in isolation and quarantine) versus the number of cases with no known direct contact (higher risk of not being able to contain spread on campus)
2. Percent of positive tests
3. Percent of isolation and quarantine rooms in use
4. Supply of PPE
5. Ample supply for and access to diagnostic testing
6. Capacity of the HCHC
7. Adequate staffing of the HCHC, Campus Safety, Food Services, and Facilities Management teams
8. Capacity of local medical centers, including hospitalization rates
9. COVID-19 activity in the community
10. Syndromic data in our population from the daily symptom checker app

A team from Library and Information Technology Services will create and manage this dashboard with shared data provided by key stakeholders.