

**OVERVIEW: University Health Services, Occupational Medicine and/or the Penn State COVID-19 Contact Tracing Team will conduct all contact tracing efforts with students and employees. This instruction has been updated to reflect space closure assessment requirements that must be completed by the supervisor and/or Pandemic Safety Officer.** These instructions are for supervisors and pandemic safety officers responding to reported cases (suspected or confirmed) of COVID-19 in your unit. A supervisor will likely be contacted directly by their employees as well as by Occupational Medicine when COVID-19 cases are reported. Pandemic Safety Officers will be contact by the Penn State Contact Tracing Team for students within your respective spaces. **New updates will be highlighted in yellow to help clarify changes. Recent changes reflect updated CDC and PA DOH guidance.**

**This includes instructions for:**

- [Individuals experiencing flu-like symptoms \(“Suspected COVID-19 Individual”\)](#)
- [COVID-19 Case Assessment for Impact on University Operations](#)
- [COVID-19 Space Closure Assessment to Restrict Access to Areas](#)
- [Individuals and General Public in a Building with COVID-19 Case](#)
- [COVID-19 Space Closure Assessment Tool](#)

#### **1. Guidance to Individuals Experiencing Flu-like Symptoms (“Suspected COVID-19 Individual”)**

This section is being removed, and is no longer applicable after May 20, 2021. Students should continue to consult their applicable resource contacts below for COVID-19 follow-up.

- University Health Groups for COVID-19 Medical Assessments**
  - Employees:** Contact Occupational Medicine (814.865.8612)
  - Students at University Park:** Contact University Health Services to schedule an appointment using the [myUHS website](#).
  - Students at Commonwealth Campuses:** Visit the [UHS website](#) for contact information for each Commonwealth Campus.

#### **2. COVID-19 Case General Assessment for Impact on University Operations**

As a general reference to Supervisors and Pandemic Safety Officers:

- The incubation period for COVID-19 is believed to be 2-14 days.
- COVID-19 virus will die naturally within 3-7 days on surfaces. [Recent CDC guidance](#) indicates the risk of infection by surface contact with the virus is generally low. [In a separate update](#), the CDC also clarified that no additional cleaning/disinfection is necessary after 3 days since an infected person last occupied a space, *if the space is routinely cleaned*. As previously advised, for spaces that have not been routinely cleaned, a separate cleaning should be performed prior to re-use.

**Supervisors and Pandemic Safety Officers need to answer the following questions to assess the impacts of the COVID-19 case:**

- To the best of your knowledge, has the suspected COVID-19 individual been in contact with students, faculty or staff within the past 24-hours since they began experiencing symptoms or tested positive if asymptomatic?**
- Has the suspected COVID-19 individual been on campus or at any University work location within the past 24-hours since they began experiencing symptoms or tested positive if asymptomatic?**

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If “NO” to both assessment questions, then no further action required and no reporting is required.

If “YES” to either question or “NEED ASSISTANCE” with this determination, continue with the assessment and report the case via the online form tool instructions below.

**ONLINE COVID-19 CASE REPORTING TOOL:** The Penn State Emergency Operations Center has been established to help track suspected COVID-19 cases and coordinate response efforts. Supervisors are expected to assess the impact of each COVID-19 case in their unit and use the following online reporting tool to communicate COVID-19 cases to the Penn State Emergency Operations Center. The online tool will provide opportunities for Supervisors to identify if assistance is needed to complete the assessment.

1. Go to the online [COVID-19 Case Reporting Tool](#).
2. Login to the Microsoft Office 365 form using your Penn State credentials.
3. Provide details specific to the COVID-19 case to the best of your ability.
4. Contact your unit-specific [Pandemic Safety Officer](#) for assistance with assessment space closures. Additionally the Pandemic Safety Officer may engage their [unit Facility Coordinators](#).
5. Submit the completed reporting tool to the Penn State Environmental Health and Safety. Contact EHS at 814-865-6391 for assistance.

## 3. COVID-19 Space Closure Assessment to Restrict Access to Areas

Supervisors should work with their Facility Coordinators to identify and restrict access to areas using the following guidelines. Use [Appendix A – COVID-19 Space Closure Assessment Tool](#) to help identify spaces that must be closed:

- a. **WHEN was the COVID-19 individual last in build/space?**
  - **> 24 Hours – If space is routinely cleaned/disinfected, space can remain open:** Last on campus more than 1-day (24 hours) since they began experiencing symptoms or tested positive, if asymptomatic.  
**Note: If space is NOT routinely cleaned, space should be cleaned prior to re-occupancy.**
  - **≤ 24-Hours, must continue the space closure assessment:** Last on campus within the past 1-day (24 hours) since they began experiencing symptoms or tested positive if asymptomatic.
- b. **WHERE has the individual occupied or used space within the past 24 hours since symptoms began or they tested positive if asymptomatic?** Preliminary assessment are spaces occupied for >15 minutes unless excluded below, or deemed a low-risk facility with an established preventative cleaning and disinfection plan.
  - **Excluded Spaces can remain open:** The following areas are excluded from the space assessments that can remain open.
    - Outdoor spaces
    - Hallways, stairwells, building entrances and other walk-through locations
    - Occupied a single, stationary location for less than 15 minutes in duration (e.g., bathrooms; elevators; check-out lines; walking around store, library, etc.)

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- **Low-Risk Facilities with approved preventative cleaning/disinfection plans can remain open depending on the severity of the illness in the space:** Low-risk facilities include one or more of the following exposure-risk conditions. Examples include: classrooms, common instructional areas, ABS-managed dining commons and cafeterias.
    - Infrequent or low-frequency occupancy, or where occupants and/or trained custodial or maintenance personnel periodically clean common, high contact surfaces for COVID-19 prevention.
    - Areas/rooms with limited specialty equipment surfaces, and which are routinely cleaned for COVID-19 prevention.
    - Areas/rooms served by operable mechanical ventilation, at recommended ASHRAE exchange rates, and providing no less than 10-15% fresh outdoor air during occupied periods, or areas with good natural ventilation (by outdoor air).
    - **High Risk Re-Evaluation:** If one of the following occurs in a low-risk facility, then it is deemed a high-risk facility and must be immediately closed.
      - Was individual acutely ill in the space (e.g., vomiting)? **OR**
      - Did contact tracing identify cluster or multiple ill individuals in the same space and time period?
  - **High-Risk Facility must be immediately closed.** High-risk facilities may not have daily preventative cleaning/disinfection programs or have higher risk activities. Examples include: breakrooms, fitness/athletic training rooms, academic kinesiology or therapy rooms, gyms/physical training facilities, music/vocal/instrument studios or practice halls, locker or change rooms, high volume computer studios, workshops, health-care clinics or facilities.
    - Spaces where individual occupied for greater than 15 minutes but NOT considered Low Risk or Excluded spaces
    - Highly frequent/ high volume occupancy, not routinely cleaned by occupants or trained custodial or maintenance personnel,
    - Areas where high intensity physical activity is conducted, potentially where bodily contact or contact with body fluids is increased, or involving high intensity breathing (music, athletic training),
    - Health care examination or treatment areas,
    - Areas with high or frequent occupant load, and many types of contact surfaces which are frequently used, and not routinely disinfected on a preventive basis.
  - **Specialty Use/Type:** Specialty research laboratories which involve specialty instruments or contact surfaces which may or may not be contacted by specific persons or groups, may require specialized procedures for effective COVID-19 preventive or response cleaning. These require a more specific risk evaluation. *Consult work unit Pandemic Safety Officer and Penn State EHS for assistance.*
- c. **Confirm if the space has ALREADY BEEN DISINFECTED between last time occupied and NOW (within 24 hours):** Depending on when the reporting of the COVID-19 case occurs, many spaces may already have been cleaned and disinfected. Contact your Pandemic Safety Officer and/or Facility Coordinator to help determine if the space has been disinfected since the space was last occupied.

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- d. **Restrict access to areas** and equipment that were occupied by the COVID-19 case (> 15 minutes) by posting the “[COVID-19 Case Reported – Access Prohibited](#)” sign **if within 24 hours** of occupancy, and the space has not been disinfected.
- e. **Wait 3-days (72 hours) or disinfect?:** The general rule is to restrict access to the area for 3 days from the last time the suspected COVID-19 individual was present in the area. If there are essential operations that require access before 3 days, note this information in the PSU COVID-19 Reporting Form and the area will be assessed for cleaning/disinfection.
  - i. **Requesting Cleaning/Disinfection:** The Supervisor and/or Pandemic Safety Officer will coordinate with the Unit’s Facility Coordinator to request cleaning/disinfection of the closed areas by contacting the Office of Physical Plant Work Reception Center (WRC) at University Park or their Campus facilities maintenance offices. Spaces requiring urgent/immediate disinfection require specialized procedures.
  - ii. **Specialty Units:** Applied Research Laboratories, Auxiliary Business and Services, Animal Research Program, and University Health Services each have internal cleaning and disinfection procedures. Please consult with these units specifically if the space closure assessment is within spaces operated by these units. Spaces requiring urgent/immediate disinfection require specialized procedures.

## 4. Guidance for Individuals and General Public in a Building with Reported COVID-19 Case

This guidance pertains to co-workers and the general public that may frequent a building where a COVID-19 case was reported but did not come into close contact or share work areas/equipment.

- a. **COVID-19 Exposure Potential:** There is no more elevated risk to the general public than visiting other public spaces in the community (e.g., grocery stores, gas stations).
- b. No additional requirements than general community-based guidance:
  - i. Do not enter areas closed in response to a COVID-19 case.
  - ii. Maintain physical and social distancing.
  - iii. Wash hands for 20 seconds on a regular basis and avoid touching face, eyes, nose or mouth with unwashed hands.

## 5. References

- [CDC Cleaning and Disinfecting Your Facility](#)
- [NIH News Release – New Coronavirus stable for hours on surfaces \(March 17, 2020\)](#)
- [CDC Update - Cleaning and Disinfecting Your Facility \(April 2021\)](#)
- [CDC Update – SARS-CoV-2 and Surface \(Fomite\) Transmission for Indoor Community Environments \(April 2021\)](#)

# COVID-19 Instructions for Supervisors – Assessment and Reporting

## COVID-19 Space Closure Assessment Tool

Use the following workflow to identify if spaces need to be closed or can remain open.

