

**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.*

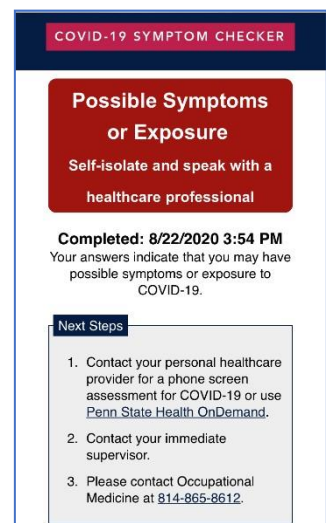
**This includes instructions for:**

- [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”)

The following guidance is for Penn State students, faculty and staff who are experience flu-like symptoms:

- Penn State Go App - COVID-19 Symptom Checker:** Students and employees are recommended to use the Penn State Go App—COVID-19 Symptom Checker to help prevent the spread of COVID-19 and reduce the potential risk of exposure to the campus community. The App will contain the most current list of indicative COVID-19 symptoms.
  - Employees:** complete the COVID-19 Symptom Checker before reporting to work.
  - In-residence Students:** complete the COVID-19 Symptom Checker each morning before leaving your residence
  - Off-campus, commuting Students:** complete the COVID-19 Symptom Check before visiting campus.
- Follow COVID-19 App Instructions**
  - No Symptoms or Exposure:** You are clear to be on campus.
  - Possible Symptoms or Exposure:** Instructions will be provided to contact your personal healthcare provider with specific instructions for employees and students based on campus.
- 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.



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## 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 4-7 days on surfaces. Out of an abundance of caution the CDC recommends 7 days for the threshold of facility closure. The COVID-19 virus will be dead on surfaces after 7 days from the last date the suspected COVID-19 individual was in the area.

**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 48-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 48-hours since they began experiencing symptoms or tested positive if asymptomatic?*

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:

- WHEN was the COVID-19 individual last in build/space?**
  - **>2 DAYS can remain open:** Last on campus more than 2-days (48 hours) since they began experiencing symptoms or tested positive if asymptomatic.
  - **<2 DAYS must continue the space closure assessment:** Last on campus within the past 2-days (48 hours) since they began experiencing symptoms or tested positive if asymptomatic.

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- b. **WHERE has the individual occupied or used space with the past 48 hours since symptoms began or they tested positive if asymptomatic?** Preliminary assessment are spaces occupied for >10 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 10 minutes in duration (e.g., bathrooms; elevators; check-out lines; walking around store, library, etc.)
  - **Low-Risk Facilities with approved preventative 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. Example 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 day?
  - **High-Risk Facility must be immediately closed.** High-risk facilities includes one or more of the following exposure-risk conditions. Typically these are spaces that do not have daily preventative cleaning and 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 10 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.

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- **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 day occupied and NOW:** 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.
- d. **Restrict access to areas** and equipment that were in close contact with COVID-19 case by posting the "[COVID-19 Case Reported – Access Prohibited](#)" sign.
- e. **Wait 7-days or Disinfect?:** The general rule is to restrict access to the area for 7 days from the last time the suspected COVID-19 individual was present in the area. If there are essential operations that require access before 7 days, note this information in the PSU COVID-19 Reporting Form and the area will be assessed for disinfection.
  - i. **Requesting Disinfection:** The Supervisor and/or Pandemic Safety Officer will coordinate with the Unit's Facility Coordinator to request 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 \(March 17, 2020\)](#)

# Instructions for COVID-19 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.

