

RISK EVALUATION MATRIX

ROLES AND RESPONSIBILITIES

(last reviewed 8.6.20 by Health Services Team)

Health Services Triage		
(NOTE: The below grid does not cover all potential cases or every component of a case. Risk level will always be assessed and determined on a case-by-case basis.)		
Low Risk	Moderate Risk	High Risk
<p>Low Risk A: Individual reports feeling ill with symptoms that are not suggestive of COVID-19 (i.e. headache/migraines, allergy symptoms).</p>	<p>Moderate Risk A: First-degree exposure to a suspected positive case (someone who is getting tested for COVID-19).</p>	<p>High Risk A: Individual has tested positive with COVID-19.</p>
<p>Low Risk B: Second-degree exposure (reports a close, prolonged contact with someone who was exposed to a suspected or known COVID-19 case) - individual has no current symptoms of COVID-19.</p>	<p>Moderate Risk B: Individual has developed symptoms suggestive of COVID-19 (e.g. fever, cough, shortness of breath, sudden loss/change of taste/smell).</p>	<p>High Risk B: Close, prolonged contact with an individual who has tested positive with COVID-19 (within 6 feet for more than 15 minutes). Individual may or may not have developed symptoms.</p>
<p>Low Risk C: Brief contact (< 15 minutes or at distance of more than 6 feet) with someone who has been ill with suspected or confirmed COVID-19 - individual has no current symptoms of COVID19.</p>	<p>Moderate Risk C: Has traveled to a country or to an area in the U.S. that has an elevated travel warning.</p>	
<p>Low Risk Action Steps</p> <ul style="list-style-type: none"> • May be asked to self-quarantine for up to 14 days from the date of possible exposure (e.g. if it was a prolonged contact/exposure, if they touched the same surface or have underlying health 	<p>Moderate Risk Action Steps</p> <ul style="list-style-type: none"> • Send home if currently on campus. • Ask to self-quarantine for 14 days from the date of possible exposure and self-monitor for emergence of symptoms (or for worsening symptoms). 	<p>High Risk Action Steps</p> <ul style="list-style-type: none"> • Isolate immediately (if on campus) and send home. • Continue self-isolation at home. • Seek medical attention and COVID-19 testing as indicated by your medical professional. • Self-monitor for worsening symptoms.

<p>conditions) and self-monitor for symptoms.</p> <ul style="list-style-type: none"> • Provide appropriate CDC and HHS Guidance. • Recommend follow-up with PCP if symptoms develop or worsen (ask PCP if COVID-19 testing is recommended). • Inform individual that medical clearance <i>may</i> be required to return to campus (PCP note/approval) • Current CDC guidance does not require a COVID-19 test for return to work/school as of 8.6.20 (it is now symptom based). • Inform individual that a Case Manager will be reaching out to them within the next 3 days to follow-up with any next steps. 	<ul style="list-style-type: none"> • Provide appropriate CDC and HHS Guidance. • Recommend follow-up with PCP if symptoms develop or worsen. • Recommend COVID-19 testing if available. • Inform individual that medical clearance will be required to return to campus if symptoms of COVID-19 developed during self-quarantine (PCP note/approval). • Inform individual that a Case Manager will be reaching out to them within the next 3 days to follow-up with any next steps. 	<ul style="list-style-type: none"> • Provide appropriate CDC and HHS Guidance. • Inform individual that medical clearance may be required to return to campus (PCP note/approval). • Individual’s medical provider/PCP may require proof of a negative COVID-19 test result • Current CDC guidance does not require this as of 8.6.20 for return to work/school as of 8.6.20 (it is now symptom based). • Inform individual that a Case Manager will be reaching out to them within the next 3 days to follow-up with any next steps.
<p>Once Risk Level is determined, this information will be passed on to a Case Manager for appropriate follow-up and next steps.</p> <p>Health Services will keep track of potential outbreaks/clusters of High-Risk cases.</p> <p>Any 3 High Risk cases occurring simultaneously in a given location within a 14-day period will trigger Policy Group meeting to determine overall risk level to the campus and whether a specific area will need to be shut down/closed/go fully remote and online.</p>		

Case Manager
<p>CASE MANAGER PRIMARY RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. Inform Risk Management Team Leader 2. Inform Facilities (Chris Miller), HRS (Christine Winterle), IS (Connie Moise) and PIO 3. If Student, Faculty or Instructional Staff: Gain Access to Class Roster through PeopleSoft If “non-instructional” gain access to employee names of Individuals Who May Have Been Exposed. 4. Notify Impacted Individuals of Potential Exposure via Bcc email: students, faculty, department supervisor 5. Conduct Communication of “Return to Work/School” 6. Track Case to Closure

7. **Contact individual on last day of quarantine to confirm they are cleared to return to school/work (i.e. no symptoms have developed OR all symptoms have resolved for 24 hours w/o fever-reducing medication).**
8. **HRS will be point of contact if employees have questions about their return to work date.**

Low Risk A, B, C	Moderate Risk A, B, C	High Risk A & B
<ol style="list-style-type: none"> 1. Within 3 days of receiving case: follow up with individual via email to see if any symptoms have developed and if they have been tested. 2. If no reply to email, follow up with phone call to learn if they were tested and if any test results <ol style="list-style-type: none"> a. If negative, inform of return to work/school (10 days from original date of exposure) if, no symptoms and 24 hours fever free with no fever medications b. If positive, <ol style="list-style-type: none"> i. inform health team, ii. inform risk management leader, facilities, IS, HRS, and PIO iii. Determine if exposure notification required (based on date of possible exposure – see health intake questionnaire) iv. inform individual of return to work/school policy - doctor’s note required. 3. Close case once individual has been 	<ol style="list-style-type: none"> 1. Notify PIO (PIO to notify President and VPs) 2. Within 3 days of receiving case: follow up with individual via email to see if any symptoms have developed and if they have been tested. 3. If no reply to email, follow up with phone call to learn if they were tested and if any test results <ol style="list-style-type: none"> a. If negative, inform of return to work/school (10 days from original date of exposure) if, no symptoms and 24 hours fever free with no fever medications b. If positive, <ol style="list-style-type: none"> i. inform health team, ii. inform risk management leader, facilities, IS, HRS, and PIO iii. Determine if exposure notification required (based on date of possible exposure – see health intake questionnaire) iv. inform individual of return to work/school 	<ol style="list-style-type: none"> 1. Immediately contact risk management leader 2. Immediately contact facilities, HRS, IS and PIO (PIO to notify President and VPs) 3. Begin exposure notification via Bcc email to impacted individuals 4. Day 3 – contact individual to see how they are. <ol style="list-style-type: none"> a. Make sure they are aware of resources to assist during this time (reference quick guide to student resources on COVID-19 site) b. doctor’s release to work note 5. Close case once individual has been authorized to return to work/school.

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policy - doctor's note required.

4. Close case once individual has been authorized to return to work/school.