

COVID-19 Case Management Guidance for Employees and Students

As described in the COVID-19 Testing, Tracing, and Case Management Plan, Virginia Tech has established a Case Management Team (CMT) to provide support to the Virginia Department of Health (VDH) contact-tracing efforts, provide service, and streamline the process for those seeking support from the university across multiple areas. The Case Management Team will support all community members, inform monitoring, and eliminate duplication of efforts for those in isolation or quarantine.

This document provides guidance to individuals in the Virginia Tech community who have tested positive for COVID-19 and decide to self-report their status, or have been instructed to self-quarantine by the VDH (including close contacts to a confirmed case), and supervisors who have confirmed cases or symptomatic employees in their area.

PROCEDURES

The following procedural guidance is intended to clarify the reporting process for Virginia Tech students and employees. Any individuals identified by Virginia Tech as testing positive for COVID-19 will be reported to the VDH in accordance with applicable law and Board of Health Regulations for Disease Reporting and Control. As Virginia Tech becomes aware of individuals who have tested positive for COVID-19, Schiffert Health Center (SHC), Athletics or Occupational Health staff from Environmental Health and Safety (EHS), will notify the VDH to coordinate contact-tracing and provide additional information as requested (*please note, the physician/health care provider is responsible for this immediate, confidential morbidity report to the VDH*). If a cluster of cases is identified by the VDH, SHC, and the Case Management Team will support local health department efforts to identify the at-risk population.

Once an individual has tested positive, the VDH will initiate contact tracing. Individuals should report all close contacts to VDH contact tracers. Individuals who have tested positive or are presumed positive, or are identified by a public health professional or health care provider as a close contact, are encouraged to self-disclose to the Case Management Team. Early detection is a critical component of containment and mitigating risk to the Virginia Tech community. Notifying the Case Management Team provides an opportunity to quickly identify potential risks to the health of university community members, and it allows for swift action to contain the spread and provide additional support if necessary.

EMPLOYEES

A primary goal of conversations with employees is to determine whether additional Virginia Tech employees or students may be affected, and to connect the employee with necessary resources, including VDH if they have not already been contacted, and Human Resources to determine leave and return to work dates.

Employees that have symptoms of COVID-19 or have a known exposure to someone who has tested positive for COVID-19 should stay home and contact their primary care provider or local urgent care for assessment and further guidance.

If an employee must miss work due to illness or when seeking a medical diagnosis, they are required to notify their supervisor. *(Note: Employees should work with supervisors and Human Resources to determine applicable leave types)*

Employees must follow public health guidance and limit their movements, and remain off campus when awaiting COVID-19 test results or when asked to self-quarantine by their primary care provider or local health department. *(Note: Employees should work with supervisors and Human Resources to determine applicable leave types)*

To report a positive COVID-19 test result to the Case Management Team, employees should contact the EHS Occupational Health Nurse, Juliet Dadras, BSN, RN, (540-231-8733, reportacase@vt.edu). *If the employee is a member of Virginia Tech Athletics, the Chief Medical Officer, Dr. Mark Rogers, will also be notified.*

Important information to consider when reporting a positive COVID-19 test result (or if no test, but directed to self-quarantine by a medical professional) includes activities two days prior to experiencing symptoms, or if no symptoms (asymptomatic), from date of a positive test, such as:

- Work locations
- University affiliated close contacts with whom interactions have been closer than 6' for longer than 15 minutes. *This includes conversations where face coverings were in place.*

SUPERVISORS & HUMAN RESOURCE REPRESENTATIVES

Employees are required to notify supervisors if they will be out of work due to illness, which may include medical assessment for COVID-19, time spent waiting for a test appointment, or waiting to receive test results.

If employees are directed to self-quarantine or isolate by the VDH, supervisors and HR representatives will work with employees regarding return-to-work dates (based on public health guidance) and applicable leave types.

If a supervisor or HR representative reports a positive COVID-19 result on behalf of an employee, the EHS Occupational Health Nurse will follow up with the employee to provide additional support.

If the employee has a confirmed positive COVID-19 test result and has not already been contacted by VDH contact tracers, the supervisor or HR representative can provide the local health district COVID-19 hotline (Table 1) to connect the individual with the appropriate group.

Important information to gather during conversations with an employee who has tested positive for COVID-19 (or if no test, but directed to quarantine by a medical professional) includes:

- On-campus work locations and activities two days prior to showing symptoms, or if no symptoms (asymptomatic), from date of a positive test
- University affiliated close contacts with whom interactions have been closer than 6' for longer than 15 minutes. *This includes conversations where face coverings were in place.*

SATELLITE CAMPUSES

Employees that have tested positive or are symptomatic for COVID-19 and are from locations outside of Blacksburg and the New River Health District (NRHD) can contact their primary care provider, urgent care location, or local health district (Table 1) for additional guidance. Call center hours may vary, but are typically 8am – 5pm, M-F. *For individuals concerned they may have COVID-19, current guidance in all health districts is to call a primary care physician prior to visiting in person to determine whether further assessment or testing is necessary.*

Table 1. COVID-19 Hotlines for Health Districts with Virginia Tech Satellite Campuses

Regional Facility	Health District	Health Department Phone (COVID-19 Hotline)
Alexandria	Alexandria	(703) 746-4988
Arlington/Ballston	Arlington	(703) 228-7999
Blacksburg	New River	(540) 267-8240
Falls Church	Fairfax County	(703) 267-3511
Hampton Roads	Hampton	(757) 594-7069
Leesburg	Loudon	(703) 737-8300
Occoquan	Prince William	(703) 872-7759
Richmond	Richmond City	(804) 205-3501
Roanoke	Alleghany/Roanoke City	1 (855) 949-8378

STUDENTS

Students who do not feel well should stay home to minimize potential exposure of other community members and contact their healthcare provider or SHC. Students who are presenting COVID-19 symptoms while on campus should call SHC (540-231-6444) for screening and further guidance. Student-Athletes should call the Athletics Sports Medicine staff if they feel unwell. The initial triage assessment will determine next steps, including testing if warranted, and isolation or quarantine as appropriate.

Students (residential and off campus) are encouraged to self-disclose if they have been directed to isolate or self-quarantine. Students who test positive for COVID-19 should contact the Dean of Students (DOS) (540-231-3787), which will provide ongoing support for personal, social, and academic needs. Athletics Sports Medicine Staff will inform the Dean of Students Office of any positive cases of student athletes.

When a residential student tests positive for COVID-19, SHC will implement isolation or quarantine procedures as necessary. If a student is placed in quarantine or isolation, DOS and SHC will check in with the student on a regular basis during the duration of their isolation or quarantine.

STUDENT ATHLETES

Student athletes experiencing any symptoms that could be attributed to COVID-19 should stay home and not enter Athletics facilities. Student athletes should call the Sports Medicine team, who will coordinate with team physicians for assessment if the student experiences symptoms or believes they could be ill with COVID-19.

Student Athletes with a positive COVID-19 test must remain in isolation for 10 days from symptom onset and until fever free for 24 hours without fever-reducing medication (unless superseded by current public health guidance). Student Athletes that are asymptomatic (no symptoms) positive for COVID-19 must remain in isolation for 10 days from the date of their positive test (unless superseded by current public health guidance). Masks should be worn at all times.

Student Athletes awaiting test results for COVID-19 must remain in quarantine until test results have been received.

Student Athletes who have been identified as having close contact with confirmed cases of COVID-19 must remain in quarantine for 14 days. During this time, students must monitor for symptoms, and take temperature twice daily, notifying the Sports Medicine team if developing any COVID symptoms, or a temperature above 100.4°F.

CONTRACTORS

Contractors who develop symptoms or test positive for COVID-19 are required to notify their project manager or other pre-determined contact within the university. This is typically within, but is not limited to, the Division of Campus Planning, Infrastructure, and Facilities. If a positive test result is reported on a work site that may impact the Virginia Tech community, the division or other university contact will then notify the EHS Occupational Health Nurse, Juliet Dadras (540-231-8733, reportacase@vt.edu), so the appropriate information can be entered into the case management system. Additional follow-up will occur as necessary with the VDH or local health department for case-by-case guidance.

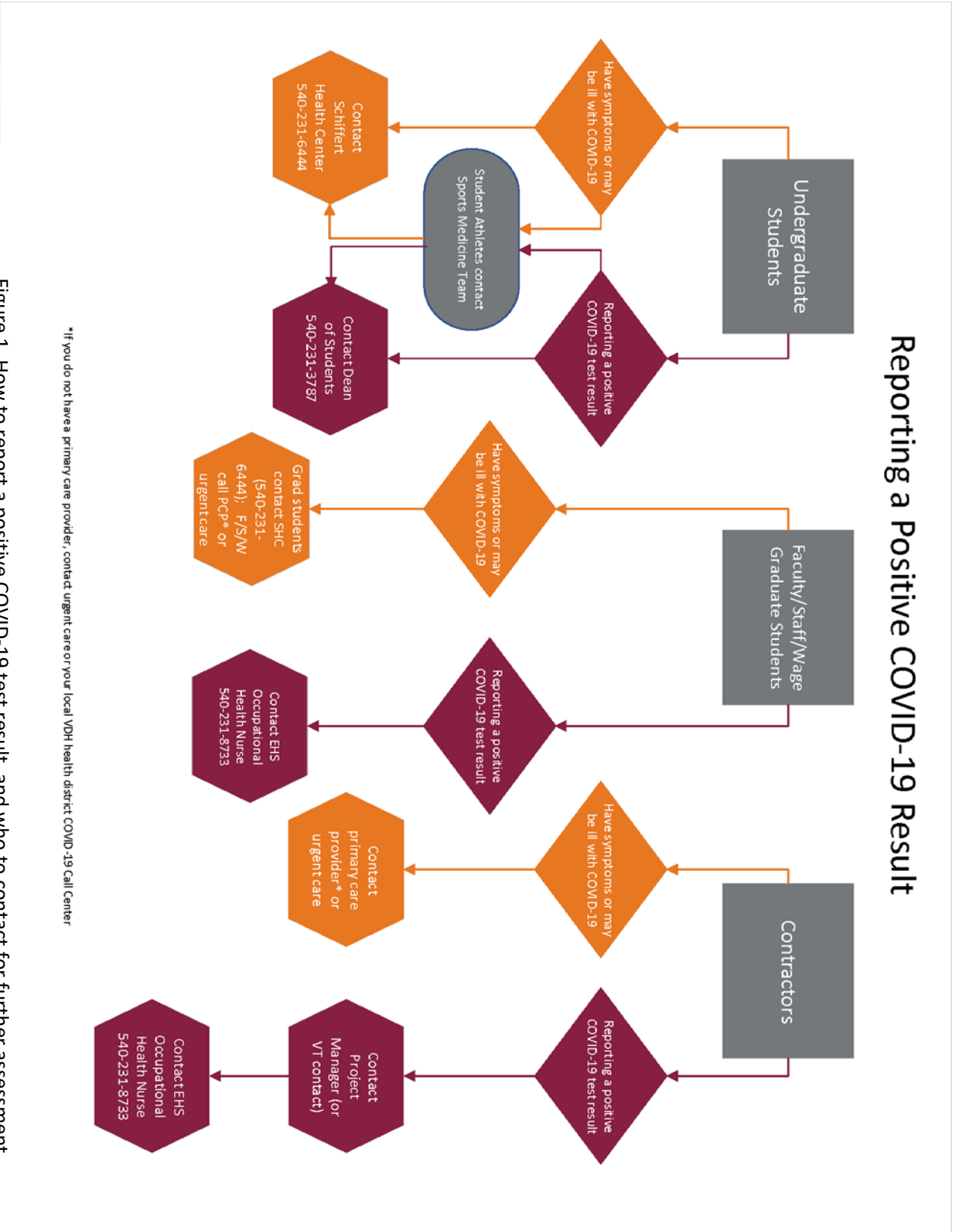


Figure 1. How to report a positive COVID-19 test result, and who to contact for further assessment.

DEFINITIONS

Employees refers to faculty, staff, wage, and graduate students that will report through Environmental Health and Safety (EHS) members of the Case Management Team. Student employees are considered students and should contact the Dean of Students Office.

A **high-risk exposure** is contact to a positive case of COVID-19 that occurred with a conversation lasting longer than 15 minutes and was less than 6 ft. apart. If facemasks were worn, this significantly decreases the likelihood of exposure but is still potential for exposure. Individuals that are contact to a contact of a positive case of COVID-19 are **not** considered an actual exposure and do not need to quarantine.

Isolation is used to separate people infected with SARS-CoV-2, the virus that causes COVID-19, from people who are not infected. People who are in isolation should avoid all contact with others and stay in their designated isolation space at all times, except in the case of an emergency. Isolated individuals must remain in a room with a private bathroom for the duration of the isolation period.

Quarantine is used to keep someone who might have been exposed to COVID-19 away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. During the quarantine period, movement is restricted, but not eliminated. These individuals should avoid all unnecessary contact with others.

RESOURCES

COVIDCheck – VDH online symptom checker: <https://www.vdh.virginia.gov/coronavirus/covidcheck/>

VDH Coronavirus website: <https://www.vdh.virginia.gov/coronavirus/>