



RVU Contact Tracing Process and Procedures

The RVU Contact Tracing process and procedures are limited solely to employees and students of Rocky Vista University. An employee or student who is COVID-19 positive, presumed positive, or under investigation for COVID-19 must complete and submit the online *Contact Tracing Reporting Form* to initiate the contact tracing process.

The Contact Tracing Triage Coordinator will assign the case to an appropriate Contact Tracer and make the necessary notification immediately. The assigned Contact Tracer will receive the completed Contact Tracing Reporting Form in an online, secure, and confidential manner. This information will be reviewed by the Contact Tracer and the affected employee or student will be expeditiously contacted for a phone interview. Relevant information from the interview will be documented securely online on the Contact Tracing Reporting Form by the Contact Tracer. The form will be secured and stored in a confidential manner following HIPAA and OSHA requirements.

The Contact Tracer will recommend quarantine, isolation, and/or to seek medical care as appropriate. The Contact Tracer will provide an initial start date of isolation/quarantine and an estimated end date. The end date is strictly an estimation and can only be determined by follow up interviews towards the end of the estimated isolation/quarantine period. Contact Tracers will notify and update Human Resources on cases and exposure contacts for all employees.

The Contact Tracer will only communicate with affected individuals and exposure contacts who are RVU employees or students. Contact Tracers will not communicate with any exposure contacts who are not RVU students or employees because those individuals are outside the scope of the RVU Contact Tracers. However, the Contact Tracer will strongly encourage the affected RVU individual to notify any contacts outside the RVU community.

Three RVU cohorts who may require contact tracing have been identified within our institution. The contact tracing process and notification of the appropriate supervisors should occur as outlined below. This notification will occur in an expedient fashion and simultaneous with the contact tracing process.

- Students at Clinical Training Sites: This includes College of Osteopathic Medicine students and Physician Assistant students on clinical rotations. Students will fill out the online Contact Tracing Reporting Form. Students will email their preceptor and clinical coordinator to report their status and absence from their clinical rotation. The clinical coordinator will notify the Associate Dean of Clinical Education or PA Director as appropriate. RVU administration will notify the site administration as necessary.
- Students on the RVU Campuses: This includes all RVU students who come on campus. Students will fill out the online Contact Tracing Reporting Form. Students will email their instructor to report status and absence from class. Further notification must be sent to the Directors of Pre-Clinical Education or the Director of Curriculum of the PA Program or MSBS Program Director, as well as the Associate Deans of Student Affairs.
- All Employees: Employees will fill out the online Contact Tracing Reporting Form. The employee will notify their direct supervisor by phone/e-mail to report their status and absence from work. The supervisor will notify Human Resources as per RVU policy.

Contact Tracing Case Process:

Step 1: The affected employee or student will complete and submit the online Contact Tracing Reporting Form. This form will be accessed through iNet at

<https://inet.rvu.edu/contact-tracing-reporting-form/>

Step 2: An iNet notification will be automatically sent to the Contact Tracing Triage Coordinator, who will assign the case to the appropriate Contact Tracer. The Contact Tracing Sub-Committee Chair will provide back-up coverage if the Coordinator is off-duty.

Step 3: The assigned Contact Tracer will start the case investigation by reviewing the Contact Tracing Reporting Form and then conducting a telephone interview with the affected employee or student.

Step 4: Based on relevant information, the Contact Tracer will determine the need for quarantine, isolation, and/or need for further medical evaluation or treatment and make the appropriate recommendations. All relevant additional information, including exposure contacts, and recommendations will be documented on the online Contact Tracing Case Information Form by the Contact Tracer.

Step 5: Contact Tracers will conduct regular follow-up phone interviews until isolation or quarantine have ended and the case is closed. Progress update or other relevant additional information will be added to the online Contact Tracing Reporting Form for documentation purposes.

Contact Tracing Flow Diagram

