

Process Overview for Classroom/Laboratory Notification of a Diagnosed COVID-19 Case

In the event that an individual (student, faculty or staff) attending an in-person class or lab is diagnosed with COVID-19 or has had a close contact with a COVID-19 case, the below process is followed.

The scope of this process identifies the departments involved and the actions taken to respond, coordinate and communicate accordingly.

Note: Information regarding individuals will only be shared as necessary for the university to safeguard the community and to comply with any applicable laws or government orders.

Assess	Connect	Report	Care & Support	Returning to Campus
<p>If a student is diagnosed with COVID-19</p>	<p>1- Follow MoPH guidance and instructions.</p>	<p>1- Student informs Student Affairs (Amie Rollins). 2- Student Affairs recommends the student inform the faculty giving the in-person class. 3- Student Affairs will conduct contact tracing. This consists of an interview where the student will be required to provide as much information as possible about close contacts (physical contact or within 2 meters for more than 15 minutes or more than 2 meters distance but in the same room for an extended period of time) in the days preceding your diagnosis. 4- Those close contacts will be notified. Students will be notified by Student Affairs and faculty/staff will be notified by Human Resources. Your identity will be protected during this process.</p>	<p>1- Remain isolated per MoPH instructions, to care for yourself and the community. 2- Follow all MoPH instructions. 3- Student Affairs will be in contact with the student on a regular basis to provide support and guidance. 4- FM will lock the areas and spaces identified for 24 hours after which sanitization is carried out. 5- Academic Affairs will assign alternative classrooms and labs if needed and will communicate with Faculty and Students affected.</p>	<p>1- After 14 days, the Ehteraz App will turn green; please do not return to campus until you are feeling well. 2- You will receive an SMS from MoPH confirming that you are cleared from COVID-19. 3- Provide a copy of the SMS and a copy of your green Ehteraz status to Student Affairs before returning to campus. 4- If an SMS from MoPH was not received, request a clearance report from your Primary Health Center and provide a copy to Student Affairs.</p>

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<p>If a faculty or staff is diagnosed with COVID-19</p>	<ol style="list-style-type: none"> 1- Follow MoPH guidance and instructions. 	<ol style="list-style-type: none"> 1- Inform your supervisor. 2- Inform Human Resources (Taher Giaedi or Dina El Baradee). 3- Human Resources will conduct contact tracing. This consists of an interview where the faculty/staff will be required to provide as much information as possible about close contacts (physical contact or within 2 meters for more than 15 minutes or more than 2 meters distance but in the same room for an extended period of time) in the days preceding your diagnosis. 4- Those close contacts will be notified. Students will be notified by Student Affairs and faculty/staff will be notified by Human Resources. Your identity will be protected during this process. 	<ol style="list-style-type: none"> 1- Remain isolated per MoPH instructions, to care for yourself and the community. 2- Follow all MoPH instructions. 3- Human Resources will be in contact with the faculty/staff on a regular basis to provide support and guidance. 4- FM will lock the areas and spaces identified for 24 hours after which sanitization is carried out. 5- Academic Affairs will assign alternative classrooms and labs if needed and will communicate with Faculty and Students affected. 	<ol style="list-style-type: none"> 1- After 14 days, the Ehteraz App will turn green; please do not return to campus until you are feeling well. 2- You will receive an SMS from MoPH confirming that you are cleared from COVID-19. 3- Provide a copy of the SMS and a copy of your green Ehteraz status to Student Affairs before returning to campus. 4- If an SMS from MoPH was not received, request a clearance report from your Primary Health Center and provide a copy to Student Affairs.
<p>If a student has had a close contact with a diagnosed COVID-19 case</p>	<ol style="list-style-type: none"> 1- Student to stay home and not come to campus. 2- Student to call the Ministry of Public Health (MoPH) hotline 16000; they will provide guidance on the next step to take. 	<ol style="list-style-type: none"> 1- Student to inform Student Affairs. 2- Student Affairs will inform the faculty giving the in-person class/lab. 3- Student Affairs recommends the student inform the faculty giving the in-person class/lab. 4- The faculty to switch to remote class until the identified student's PCR test result is available. 	<ol style="list-style-type: none"> 1- Student to take a PCR test at one of the MoPH designated test centers, if advised by MoPH. 2- Student to isolate at home while waiting for the test results. 3- If advised not to take the PCR test, student to inform Student Affairs and concerned faculty. 	<ol style="list-style-type: none"> 1- If the PCR test is positive follow the process of "if a student is diagnosed with COVID-19". 2- If the PCR test is negative, student to follow the MoPH instructions for self-isolation if required. 3- Student to return to campus after completing all MoPH instructions and getting a clearance from Student Affairs.

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<p>If a faculty has had a close contact with a COVID-19 case</p>	<ol style="list-style-type: none"> 1- Faculty to stay home and not come to campus. 2- Faculty to call the Ministry of Public Health (MoPH) hotline 16000; they will provide guidance on the next step to take. 	<ol style="list-style-type: none"> 1- Faculty to inform their supervisor (Dean/Area Head). 2- Faculty to inform Human Resources. 3- The teaching faculty to switch to remote class until faculty PCR test result is available. 	<ol style="list-style-type: none"> 1- Take a PCR test at one of the MoPH designated test centers, if advised by MoPH. 2- Faculty to isolate at home while waiting for the test results. 3- If advised by MoPH not to take the PCR test, faculty to inform their supervisor and Human Resources. 	<ol style="list-style-type: none"> 1- If the test result is positive follow the process for "If a Faculty or staff is diagnosed with COVID-19". 2- If the test result is negative, faculty should self-isolate for the duration recommended by MoPH. 3- Faculty to return to campus after completing all MoPH instructions and getting a clearance from Human Resources.
<p>If a staff has had a close contact with a COVID-19 case</p>	<ol style="list-style-type: none"> 1- Staff to stay home and not come to campus. 2- Staff to call the Ministry of Public Health (MoPH) hotline 16000; they will provide guidance on the next step to take. 	<ol style="list-style-type: none"> 1- Staff to inform their supervisor and Human Resources. 2- Human Resources will inform the faculty giving the in-person class/lab. 3- The teaching faculty to switch to remote class until the identified staff PCR test result is available. 	<ol style="list-style-type: none"> 1- Take a PCR test at one of the MoPH designated test centers, if advised by MoPH. 2- Staff to isolate at home while waiting for the test results. 3- If advised by MoPH not to take the PCR test, staff to inform their supervisor and Human Resources. 	<ol style="list-style-type: none"> 1- If the test result is positive follow the process for "If a faculty or staff is diagnosed with COVID-19". 2- If the test result is negative, staff should self-isolate for the duration recommended by MoPH. 3- Staff to return to campus after completing all MoPH instructions and getting a clearance from Human Resources.

Close Contacts:

- Person having had a **physical contact** with a COVID-19 diagnosed case.
- Person having a face to face contact with a COVID-19 case **within 2 meters for more than 15 minutes.**
- Person staying with a COVID-19 diagnosed case with more than 2 meters distance but **in the same room for an extended period of time.**

Contacts:

Student Affairs:

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