



APU Contact Tracing Procedure

The U.S. Centers for Disease Control and Prevention (CDC) states that:

contact tracing is the process of notifying people (contacts) of their potential exposure to ... COVID-19, provide information about the virus and discuss their symptom history and other relevant health information. In addition, instructions for self-quarantine and monitoring for symptoms, and support and referrals to testing, clinical services, and other essential support services are provided, as indicated.¹

Local and state health departments have the primary responsibility for case investigations and contact tracing, which are core disease control measures and an important part of the government's COVID-19 response.

In its own efforts to help prevent further transmission of this disease, Alaska Pacific University (APU), is seeking to identify and notify people within the APU community who may have been exposed. Members of the APU community who may have been exposed will be provided information for self-isolation, monitoring of symptoms, and testing if necessary. If contacted by local or state health departments, APU will also provide relevant student and employee information to them upon request.

1. Definitions and Explanations

- **Close Contact** – any individual within 6 feet of a positive or potentially exposed individual for a sufficient length of time, generally 5-15 minutes. Some new guidance suggests that under certain circumstances less time may also potentially transmit COVID-19.
- **Positive Individual** – a person who has tested positive for COVID-19
- **Potentially Exposed Individual** – a person who may have come in close contact, or otherwise potentially been exposed to a COVID-19 positive individual.
- **Contagious/Infectious Timeframe** – “for COVID-19, this is considered the two days prior to symptom onset for symptomatic cases or two days prior to the sample collection date for asymptomatic cases.”²
- **Testing and Isolation** – identified contacts should self-quarantine or isolate for the recommended 14-day period from their last exposure, or should seek testing at least 7 days after their exposure and wait for a negative result. Individuals who have received a negative test result may be able to discontinue their self-isolation depending on the advice of local and state health departments or your medical

¹ <https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/contact-tracing.html>

² <http://dhss.alaska.gov/dph/Epi/id/Pages/COVID-19/contacttracing.aspx>

provider, but should continue to monitor for symptoms for the full 14 days after their potential exposure because they may still be infected and incubating the virus.³ A negative test only means that they did not have COVID-19 virus detected at the time of testing.⁴

Those who may have been exposed should follow all advice and recommendations of health care providers, testing site locations, and public health departments

The most up-to-date resources and guidance for Alaskans who may need to be tested and isolate or self-quarantine, can be found here:

<http://dhss.alaska.gov/dph/Epi/id/Pages/COVID-19/testing.aspx#:~:text=DHSS%20recommends%20testing%20for%20all,tested%20during%20their%20quarantine%20period.>

2. Contact Tracing of COVID Positive or Potentially Exposed Individuals

- Email communication with individual
 - Introduction, confidentiality statement, request for information, continue isolation, and reminder of campus resources
- Information requested:
 - Date of test
 - Date of result
 - If they are experiencing symptoms
 - If they have been contacted by DHSS and what they may have been told
 - Who, from APU, they may have been in contact with, both close and proximal contacts, and when they may have been in contact
 - Where, and when, they may have been on the APU campus and in the buildings
- Follow-up communication as needed

3. Notification Email to Identified Contacts

- An email notification is sent to all identified contacts, as well as the individual who tested positive. Generally, the email is sent the same day as the report is received.
- Information provided in notification email:
 - Notification of potential exposure to a COVID-19 positive individual or a potentially exposed individual
 - If the above individual may be exhibiting symptoms
 - If the individual used precautionary measures (i.e. mask, distance, sanitizing)
 - General location, date, and time of the potential exposure
 - CDC guidance on transmission of COVID-19

³ <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/contact-tracing.html>

⁴ <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/testing.html>

- Potential preventive measure to take (isolate, monitor, or seek testing)
- Positive test results required to be reported to APU
- Confidentiality reminder
- Symptoms to watch for, with link to CDC guidance
- Reminder to report symptoms or positive COVID test results
- Follow-up notification email with updates on test results or symptoms, reminders to continue to isolate or seek re-testing as advised

4. Additional Notifications

- Campus Life, or Kellogg Farm Manager, if an individual who is positive, potentially exposed, or told to isolate is a residential student
 - Maintenance and Facilities will confirm with Campus Life prior to entering any campus residence to determine if the unit may be isolating/quarantining.
- Director of Auxiliary Services, to organize and manage targeted cleaning and disinfecting as needed.
- Human Resources/Provost Office if an individual is employed by APU
- Senior Team to assist with coordinating procedures as needed across campus and the APU community
- Supervisors, Faculty, or Instructors, if necessary, to resolve initial communications or reports, or to request additional information in work schedules and potential contact, if known to the supervisor

5. Additional Tracing Methods:

- Depending on the individual and the potential exposure in the initial case report:
 - badge access records from APU campus buildings may be requested to determine individuals who may have been in proximal contact
 - sign-in sheets at key locations across campus may be requested to determine all individuals who may have come into proximal contact at those locations
 - class attendance logs, or list of registered students may be requested to determine which students may have come into contact with an individual while attending an in-person or field course location
 - point of sale records to identify individuals who may have used an electronic payment method but who did not leave a name at a sign-in sheet
 - supervisors to provide work schedules, sign-in sheets, or other potential contacts, if known

6. References:

<https://www.cdc.gov/coronavirus/2019-ncov/php/open-america/contact-tracing/index.html>

<http://dhss.alaska.gov/dph/Epi/id/Pages/COVID-19/contacttracing.aspx>

<https://www.harvard.edu/coronavirus/testing-tracing/contact-tracing>