Public Safety Contact Tracing Protocol

9/30/2021

Q: How do I report a confirmed case of COVID-19?

A: Students, faculty, and staff should notify Public Safety directly via covid-19-report@seattleu.edu.

Q: What are Public Safety's steps in contact tracing for a student who tests positive?

A: Students with confirmed or suspected cases of COVID-19 are advised to email Public Safety at covid-19-report@seattleu.edu. Because such cases are protected health information, Public Safety does not share this information beyond needed disclosure for contact tracing purposes. Public Safety does strongly encourage students to inform their faculty immediately.

If a student informs you of a confirmed or suspected case of COVID-19, please encourage that student to contact Public Safety immediately. Do not report this information to any other unit at Seattle University or to any students, faculty, or staff colleagues. Public Safety is solely responsible for contact tracing activities. This is to protect individual privacy and provide a clearly defined, one-stop-shop for reporting and contact tracing purposes.

When notified of a confirmed student case, Public Safety emails the student with details about their self-isolation period. If a student missed class due to COVID-19, a faculty member may ask the student to provide information to confirm that the student is prohibited from coming to campus and required to isolate (e.g., email from the Safe Start Health Screen denying the student from coming to campus, Public Safety email with details about self-isolation period).

Public Safety uses the following steps for contact tracing based on guidance from Public Health:

1. Get names of close contacts from the student who tested positive. (Public health guidance defines for contact tracing purposes "close contact" as proximity within six feet for 15 minutes or longer).

2. If not 1, have the student look at photos of their classmates from the Canvas course page to identify them.

3. If not 1 and 2, contact the instructor for a seating chart or other resource to help with contact tracing.

If the student identifies close contacts through steps 1-3, those individuals who are close contacts are sent a notification informing them of their exposure and providing public health guidance specific to their individual vaccination status.

4. If unable to identify close contacts via steps 1-3, Public Safety will broadly notify the entire class including the instructor using the message below:

Dear Student,

*Seattle University has received information indicating that you **may have been** in close contact with someone with a confirmed of COVID-19 on **[INSERT]**. Consistent with Public Health*

*guidance, this email is to notify you of your potential exposure, request that you get tested 3-5 days after potential exposure, and monitor yourself for symptoms **through [INSERT]**.*

The following guidance applies regardless of your vaccination status:

- ***If you HAVE been experiencing any [symptoms of COVID-19](), get tested as soon as possible. Do not attend class or have close contact with others until you have tested negative and symptoms have resolved.***

- ***If you have NOT been experiencing any [symptoms of COVID-19](), wait 3-5 days from your date of potential exposure, then get tested. You may continue going to class and other regular activities as long you pass the [Safe Start Health Check]().***

- *Local testing resources are available here: [https://www.seattleu.edu/student-health/covid-19-health-resources/covid-19-testing/]()*

Frequently Asked Questions:

Have I been exposed to COVID-19?

Maybe. You are receiving this notification because you may been in close contact, but you were not personally identified as a confirmed close contact. Public Health recommends providing a general notification in this instance.

What if I am vaccinated (or not vaccinated)?

Please follow the guidance above based on whether or not you are experiencing symptoms. There is no need to quarantine yourself based on this notification. Vaccination provides strong protection against COVID-19, but following the guidance above is still recommended regardless of vaccination status.

What if I have already recovered from COVID-19 within the past 90 days?

You do not need to get tested if you have recovered from COVID-19 within the past 90 days. If you are experiencing symptoms, please stay home and away from others until you are feeling better. Use the [Safe Start Health Check]() to determine whether you can be in class and on campus.

Can I go to class?

Please use the [Safe Start Health Check]() to determine whether you can be in class. Answer "no" to the question regarding recent close contact with a positive case unless you have received a separate notification confirming your exposure, or if you are personally aware that you have been exposed.

Do I have to report my test results to the university?

Please report [positive]() test results to [covid-19-report@seattleu.edu](). There is no requirement to submit negative test results following this notification.

Where can I get more information?

For more information about Seattle University's response to COVID-19, visit www.seattleu.edu/coronavirus. For medical privacy reasons, the university cannot share additional details about the circumstances of your potential exposure. If you are experiencing symptoms, or if you have tested positive for COVID-19, contact covid-19-report@seattleu.edu.

How do I know if I am permitted to be on campus?

Please remember to complete the Safe Start Health Check every day prior to arriving on campus.