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COVID-19 Response Team

Self-Reported Intakes, Close Contact Notification, and Case Management
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Purpose
COVID-19 Response Team

Self-Reported Intakes, Close Contact Notification, and Case Management

Purpose

Columbus State University has established the COVID-19 Response Team for the purpose of providing an avenue for self-reporting, close contact notification, assisting all who are affected by this disruption, and providing a safe environment for the campus community.

The Team responds to self-reported cases of positive test results for COVID-19, reported symptoms of COVID-19, and close contacts of a person sick with or test positive for COVID-19.

The Team receives reports, creates case files, advises reporters regarding testing, personal care, quarantine and isolation, notifies close contacts, and tracks and closes cases.
COVID-19 Response Team

Self-Reported Intakes, Close Contact Notification, and Case Management

**Partnerships**

Through the University System of Georgia, Columbus State University is in partnership with the Georgia Department of Public Health for reporting and contact tracing. The University’s responsibility are the intake of self-reporting cases, case management, and close contact notifications of persons who are members of the CSU campus community.

Columbus State University has a Memorandum of Understanding with Mercy Medical, LLC to: receive and test individual students referred by the University’s Student Health Center; set up and test on-site at the University in the event of a possible COVID-19 cluster; and perform all NCAA testing requirements. These services will be provided at no costs the University or individual student.

Columbus State University has entered into a contract agreement with EMS Care Ambulance, LLC to provide non-emergency transport for students who need testing or other medical attention related to COVID-19, and has no other means of transportation.
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COVID-19 Response Team

Self-Reported Intakes, Close Contact Notification, and Case Management

Definition of Terms
COVID-19 Response Team

Self-Reported Intakes, Close Contact Notification, and Case Management

**Definition of Terms**

**Case Manager** – Team member who oversees all case files to ensure proper actions and contacts continue with a Reporter until such time it is appropriate for the Reporter to return to campus and then close the case.

**Close Contact** - defined by the Georgia Department of Public Health as: 1) Living with or caring for a person sick with or test positive for COVID-19, 2) Being within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period, and/or 3) Having contact with the saliva of a person sick with or test positive for COVID-19.

**Contact Tracing** – is a tool used by Public Health to quickly identify people who have been exposed to an infectious disease and alert their potential contacts.

**Intake** – the process of gather the data from a Reporter or Close Contact so as to create a case file.

**Intake Officer** – the Team member responsible for receiving the intake data through a self-reported form, or talking to a Reporter and completing the intake form, creating a case file and sending notices to the appropriate persons on campus.
Definition of Terms (con’t)

**Isolation** – is to keep sick people separate from healthy people; restricted to home for the duration of infectiousness; isolation lasts at least 10 days after onset of illness; symptoms must be improving *and* no fever within the past 24 hours with no fever reducing medicine to return to campus. Isolated persons can *not* come to campus.

**Notification** – as part of the contact tracing with the Georgia Department of Public Health, this is the University’s responsibility of contacting faculty, staff, and students they have had close contact with a person with COVID-19.

**Notification Officer** – the Team member responsible for communicating with the identified close contacts.

**Quarantine** – is restricts the movement and contact of health people who have been exposed to COVID-19 for 14 days since the last contact with the person who is infected. Quarantined persons can *not* come to campus.

**Reporter** – the individual who files a report with the COVID-19 Response Team stating they have received a positive test for COVID-19, are experiencing symptoms related to COVID-19, and/or have been exposed to a person sick with or test positive to COVID-19.
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COVID-19 Response Team

Self-Reported Intakes, Close Contact Notification, and Case Management

Expectations
COVID-19 Response Team

Self-Reported Intakes, Close Contact Notification, and Case Management

What the COVID-19 Response Team expects from faculty, staff, and students:

• To act in a responsible manner regarding washing their hands, wearing masks and social distancing

• To self-monitor for symptoms related to COVID-19, which can be found at: https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html

• To self-report if they: a) are experiencing symptoms related to COVID-19, b) have come in close contact (as defined by the GaDPH) with someone sick with or has test positive for COVID-19, and/or c) have received a positive test for COVID-19

• To respect the privacy of others

• To cooperate with and follow the instructions of the COVID-19 Response Team
COVID-19 Response Team

Self-Reported Intakes, Close Contact Notification, and Case Management

What the COVID-19 Response Team expects from faculty, staff, and students:

To understand that:

If you:

• Have any symptoms of COVID-19, or
• Feel you may a close contact* of someone with COVID-19 (see definition of close contact below), or
• Have received a positive test for COVID-19,

Please follow these steps:

• If your symptoms are severe, contact your health care provider or the Student Health Center at 706.507.8620.
• Please remain isolated/quarantined AND immediately fill out the following reporting form: [https://cm.maxient.com/reportingform.php?ColumbusState&layout_id=125](https://cm.maxient.com/reportingform.php?ColumbusState&layout_id=125)

Upon submission of this form a COVID-19 Response Team members will review it and contact you as soon as possible. If it is determine you do need to be away from campus for any length of time, the Response Team will work to support you and your academic success during this period.
COVID-19 Response Team

Self-Reported Intakes, Close Contact Notification, and Case Management

What the faculty, staff, and students can expect from the COVID-19 Response Team:

• To respect the privacy of all individuals who have self-reported and/or are identified as a close contact
• To take reasonable efforts in responding to all self-reports and contact notifications in a timely manner
• To follow the established processes and procedures
• To work collaboratively within the COVID-19 Response Team to assist other team members
• To consult with the appropriate administrative and medical personnel, as needed, to ensure proper responses to reporters and close contacts
• To not send additional notices to faculty or supervisors regarding the individual’s return date, unless it needs to be changed due to the individual’s particular case.
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COVID-19 Response Team

Self-Reported Intakes, Close Contact Notification, and Case Management

Team Membership
COVID-19 Response Team

Self-Reported Intakes, Close Contact Notification, and Case Management

Who is on the COVID-19 Response Team?

**Administrative Members**
- Chip Reese, Ed.D.
  COVID-19 Team, Chair
  Associate Vice President for Student Affairs
  and Emergency Management Coordinator
- Vicki Roebuck, APRN, WHNP
  Board Certified COVID-19 Response Team, Medical Consultant
  Director, Student Health Center
- Sharon Renner, Ph.D., MPH
  COVID-19 Response Team, Content Consultant
  Assistant Professor, Kinesiology & Health Sciences
- Julio Ilanos, ATC
  COVID-19 Response Team, Case Manager
  Associate Athletic Director for Internal Operations

**Chief Intake Officers**
- John McElveen, Ed.D.
  Associate Vice President for Student Affairs
  and Dean of Students
- Venus Frank, Human Resources Specialist
- Sarah Secoy, Director of Residence Life

**Chief Notification Officers**
- Carole Clerie, Director for Human Resources
- Tracy Willey, Project Coordinator for Violence Against Women Program
- Robin Peacock, Senior Residence Life Manager

**Backup Intake Officers**
- Dana Larkin, Assistant Dean of Students
- Carole Clerie, Director for Human Resources
- Scott Lundgren, Assistant Direct for Residence Life

NOTE: All members of the COVID-19 Response Team are cross-trained to be able to perform the other duties associated with these processes.
Columbus State University has established the COVID-19 Response Team for the purpose of providing an avenue for self-reporting, close contact notification, assisting all who are affected by this disruption, and providing a safe environment for the campus community.

The Team responds to self-reported cases of positive test results for COVID-19, reported symptoms of COVID-19, and close contacts* of a person sick with or test positive for COVID-19.

The Team receives reports, creates case files, advises reporters regarding testing, personal care, quarantine and isolation, notifies close contacts, and tracks and closes cases.

Please initial each statement below

___ I understand the purpose and procedures of the COVID-19 Response Team, and agree to participate in meetings and training to the best of my ability.

___ I understand that all records associated with the COVID-19 Response Team are subject to FERPA and HIPPA laws and regulations.

___ I understand that many of the records are dynamic in nature and may not have been resolved or otherwise completed at the time I view them.

___ I understand that none of the COVID-19 Response Team records can be viewed, shared, or discussed with any non-Team member. Furthermore, I understand that I should not print any of the documents, in whole or part, associated with any case file or the aggregate data.

___ I understand that any requests for statistics or inquiries by non-Team members should be directed to Dr. Chip Reese or in his absence, the individual appointed by the President of Columbus State University to serve in this capacity.

Signed: _______________________________
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COVID-19 Response Team

Self-Reported Intakes, Close Contact Notification, and Case Management

Processes and Procedures
Processes and Procedures for the COVID-19 Response Team

For individuals making a self-report of exposure to, experiencing symptoms of, or have a positive test for COVID-19, the University requires no documentation to corroborate the Reporter’s claim of a positive.

Additionally, there is no documentation required for a Reporter’s return to campus.

Determinations for a Reporter’s return to work are based on training received from the Georgia Department of Public Health. Consideration for when a Reporter’s isolation period should ends is at least 10 days after onset of illness; symptoms must be improving and no fever within the past 24 hours with no fever reducing medicine. A Reporter’s quarantine ends at least 14 days since the last contact with the person who is infected.

The Intake Officer works with each person to establish an initial return to campus date. The Case Manager will continue working with individuals as to their progress and make adjustments to their return to campus date, if needed.
Processes and Procedures for the COVID-19 Response Team (con’t)

Members of the Team may consult with the Administrative Members at any point in the process to ensure the accuracy of information. Much care is taken to consider when symptoms appeared, when positive test results were delivered, and/or the last day a close contact was with a person sick with or test positive for COVID-19.

The Team may update these procedures as new information and guidance becomes available through the CDC, GaDPH, and/or the USG.

This following pages are used by the COVID-19 Response Team for training and as a guiding document for their daily work.
COVID-19 Reporting and Contact Notification

**Reporters**
- Employees
  - 1. Venus Frank
  - 2. Carole Clerie
  - Human Resources

- Non-Resident Students
  - 1. John McElveen
  - 2. Dana Larkin
  - Dean of Students

- Resident Students
  - 1. Sarah Secoy
  - 2. Scott Lundgren
  - Residence Life

**Intake Officers**
- 1. John McElveen
- 2. Dana Larkin

**Create & Review Case**
- Communications to:
  - Reporter
  - Faculty or Supervisor

**Notification Officers**
- 1. Tracy Willey
- 2. Robin Peacock

**Actionable Communication**
- 1. Carole Clerie
- 2. Tracy Willey

**Notifications of Close Contacts and Case Management**
- 1. Tracy Willey
- 2. Robin Peacock

**Case Manager**
- 1. Robin Peacock
- 2. Scott Lundgren

**Reassignment to Case Manager**
- 1. Julio Llanos
- 2. Chip Reese

**Case Manager monitors until appropriate to close the case**

**USS - Cleaning**
- eQuest and call to
  - 1. Steve Morse
  - 2. Ryan Harris

**Academic Affairs**
- Closing of Classrooms, if needed
  - 1. Ron Williams
  - 2. Tim Howard

**Note:** All members of this team are cross-trained to the other positions on the chart.
Intake Considerations and Maxient Processes

COVID-19 reports may be submitted directly by student or employee affected by the coronavirus (exposed, symptomatic, or positive test) or speak with Team Member by phone. If an individual would rather complete the form and submit it, the form can be found at: https://cm.maxient.com/reportingform.php?ColumbusStateUniv&layout_id=125

• Once a report is submitted online, the Intake Officer it is assigned to will find the IR (incident report) in Pending IR folder on home screen of.

• Then a CRF (Case Resolution) Form should be completed by Intake Officer. The Type of case should be “Administrative Report”. Sanctions should be Quarantine until (fill in date) or Maxient.

• The Intake Officer may want to call the reporter to ask more questions or clarify any details which may be added to the IR from the Edit function in the drop down box next to IR.

• If there are no edits to be made the Intake Officer should select “Create New Case” from drop down box Isolate until (fill in date). (Consult Vicki Roebuck or Chip Reese if consultation needed to determine date.) Make sure to Finalize CRF.
Intake Considerations and Maxient Processes

After letters are sent take the following steps:

1. Under the "Other" tab, change the Next Deadline date to the current date and fill out the Reason with a note for next step for Julio Llanos, Covid Case Manager.

2. Under "Assignment" tab, reassign case to Julio, Llanos, Covid Case Manager.

3. During any of the steps, if further explanation or if there are any instructions that the Covid Team should be aware of for a case, add comments to the Individual Notes under the "Notes" tab.
Intake and Case Creation

Reporters

Employees
1. Venus Frank
2. Carole Clerie

Non-Resident Students
1. John McElveen
2. Dana Larkin

Resident Students
1. Sarah Secoy
2. Scott Lundgren

Create & Review Case

Intake Considerations and Maxient Processes

Positive Test or Sick vs. Close Contact

Positive Test (should Isolate)
- Someone who has COVID-19
  - Usually has a positive test
  - Determination by medical provider

Sick (should Isolate)
- Someone exposed to a case who develops symptoms, even if they have not had a test yet

Negative Results
- After consultation with Dr. Reese or Director of Student Health, Vicki Roebuck, the Case Manager may communicate a return to campus, as appropriate.

Close Contact (should Quarantine)
- Someone who has had contact with a person with a positive test or sick with COVID-19 while the person was infectious, defined as:
  - During the time of illness
  - 2 days before the illness began

Three kinds of contact
1. Living with or caring for a person sick with or test positive for COVID-19
2. Being within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period
3. Having contact with the saliva of a person sick with or test positive for COVID-19

Quarantine vs. Isolation

Isolation
- Keep sick people separate from healthy people
- Restricted to home; private bath
- For the duration of infectiousness:
  - Starts 2 days before onset of symptoms
  - Ends at least 10 days after onset of illness; symptoms must be improving and no fever within the past 24 hours with no fever reducing medicine.

Quarantine
- Restrictions movement and contact of health people who have been exposed
- For 14 days since the last contact with the person who is infected

As some of these cases may become complicated quickly, please consult with Vicki Roebuck and/or Chip Reese, as needed.
Considerations for Communications to the Reporter

The Intake Officer should send the Covid Letter of Directions to the affected person (Reporter) making sure that the quarantine or isolation date of return is stated in the letter and personalize the statement about counseling services to reflect the Reporter as being a student or employee.

Four (4) informational documents are automatically attached to the COVID Letter of Directions letter:

- Department of Public Health Contract Tracing form
- Quarantine Guidance: https://dph.georgia.gov/contact
- 14-Day Covid Symptom Log

Intake Officers Responsibilities

- Employees: 1. Venus Frank, 2. Carole Clerie
- Non-Resident Students: 1. John McElveen, 2. Dana Larkin
- Resident Students: 1. Sarah Secoy, 2. Scott Lundgren
Considerations for Communications to Faculty

If the student is taking in-person classes, the Intake Officer should send the Covid-Letter to Faculty through Maxient.

- Faculty will be notified that a student must be away from the physical classroom for a period of time, with a return date on the notice.
- Faculty will be asked to work closely with the student during this time in an online fashion and to extend grace on any absence from the livestream or due dates, as needed.
- Faculty will not be given the specific reason (illness, etc.) for the time away from being physically present.
- Others students in the classroom will be notified of a close contact with an infected person with COVID-19, as needed. There will be no general notice sent to the class.
1. John McElveen
2. Dana Larkin
1. Sarah Secoy
2. Scott Lundgren
1. Venus Frank
2. Carole Clerie

**Considerations for Communications to Supervisors**

If the employee is designated to report to campus in-person as a part of their regular work assignment, the Intake Officer should send the Covid-Letter to Supervisors through Maxient.

- Supervisors will only be notified that an employee must be away from the physical campus for a period of time, with a return date on the notice.
- Supervisors will be asked to work closely with the employee during this time by allowing the employee to work remotely, if possible. If this is not possible, Human Resources will discuss options with the employee.
- Supervisors will not be given the specific reason (illness, etc.) for the time away from being physically present on campus.
- Others campus community members will be notified of a close contact with an infected person with COVID-19, as needed. There will be no general notice sent to the department.
Considerations for Communications to the University Support Services

Intake Officer should complete an eQuest for rooms that need to be cleaned and follow up with a telephone call to University Support Services:

- Steve Morse or Ryan Harris, and
- Notify Dr. Chip Reese
Intake Officer should notify Academic Affairs in the event that a classroom needs to be taken offline for deep cleaning. Call:

- Dr. Ron Williams and
- Dr. Chip Reese

Special Notes:
1. All classrooms and common areas are cleaned each evening according to Appendix B – *Environmental Cleaning and Disinfection Recommendations*, found in the CSU, Return to Campus Plan.
2. In the event that an individual reports being symptomatic (with or without a positive test) the classroom, office, or resident hall room may be closed for approximately 36 hours for a deep cleaning to include a surface wipe-down and the use of an electrostatic fogger.
3. An area may also be closed for deep cleaning if it is believed that University protocols regarding masks and/or social distancing has been violated.
Considerations and Procedures for Case Manager & Notification Officers

The Intake Officer may also assign a Notification Officer when there are campus community members identified as close contacts. The Notification Officer should:

- Open up the Letter in Maxient called *COVID-19 Exposure/Contact Notification Script* and follow the script asking appropriate questions and type in the answers.
- Once the Notification Script is completed, the Notification Officer should scroll to the bottom of the page and hit “Create a Printable Copy” tab which will create a copy of the Script to the EFC (Electronic File Cabinet).
- The Notification Officer might also add comments in the Notes section for summary purposes for the Case Manager.
- The Notification Officer should go to “Other” tab and change the *Next Deadline Date* to current date and type in a *Reason*.
- Then final step for Notification Officer is to go under the “Assignment” tab and reassign the case to the *Case Manager*, Julio Llanos.
Notifications of Close Contacts and Case Management

1. Julio Llanos
2. Chip Reese

1. Carole Clerie
2. Tracy Willey

1. Tracy Willey
2. Robin Peacock

1. Robin Peacock
2. Scott Lundgren

Reassignment to Case Manager
1. Julio Llanos
2. Chip Reese

Case Manager monitors until appropriate to close the case

Close Case

Considerations and Procedures for Case Manager

The Case Manager should:

- Review letters and notes in Maxient and send the Covid Follow up Letter.
- Consider the personal needs of each case, call and follow up by phone to determine if assistance is needed.
- When an individual is nearing the end of their quarantine or isolation due to COVID-19, the Case Manager will send them the link below.
  - https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=5d8d5fe7-d864-49d2-846b-00c15e133750&env=na3&acct=5b6e799-74e-4752-9492-169c5ce0252b&v=2
  - The link will take the individual to a DocuSign Form. Once completed, it will be automatically forwarded to the Case Manager.
- After a Reporter has returned to campus (either classes or employment), the Case Manager will close case.

COVID-19 Reporting and Contact Notification

Columbus State University
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COVID-19 Response Team

Self-Reported Intakes, Close Contact Notification, and Case Management

Documentation

Columbus State University
creative to the core.
COVID-19 Response Team

Letter of Direction

This is an example of a letter of direction a student or an employee may receive. The employee letter would obviously have some modifications which speak to supervisors and opportunities for remote working or leave through special funding related to COVID-19.

August 20, 2020

Regarding Case Number: 2016012901

Dear Mr. Smith:

This letter is a follow up to your current situation with the coronavirus, which you indicated as a positive test for COVID-19.

When you submitted your report to our response team, there was a lot of information covered. I have attached a copy of the online form used to set up your file, along with a contact tracing form that the Department of Public Health will want you to complete, and other documents with some general information you may find helpful. In addition, here are several links to the CDC and the Georgia Department of Public Health.

• CDC: https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/index.html
• Quarantine Guidance: https://dph.georgia.gov/contact

This can be a very stressful time. I would encourage you to make a virtual appointment with the Counseling Center by calling 706-507-8740. Additionally, you should stay in contact with your primary health care provider regarding your condition and testing. Let me encourage you to share your situation with members of your household and others which you may have been in close contact with in the last few days. I’ll be glad to help you talk through this with you if you would like.

In an effort to best serve you and others, we are asking that you self-isolate until September 2, 2020. Please let me know if you have any questions or concerns.

I wish you the best in your recovery and look forward to your return to campus very soon.

Sincerely,
This is a document that each individual receives who goes into quarantine or isolation.

The DPH will call the individual and use this information for contact tracing.
This document is provided, as an attachment to the Letter of Direction, to any campus community member who is in quarantine or isolation.
COVID-19 Response Team

Notice to Faculty / Supervisors

This is an example of notice to a student’s faculty members or an employee’s supervisor.

Both situations would have an expected date of return to campus, however, this date may change if the individual’s health situation changes.

If this should happened, the Case Manager or their designee would contact faculty or supervisor with a new expected date of return.

August 20, 2020

PERSONAL AND CONFIDENTIAL

Regarding Case Number: 2016012901

Dear Faculty of Mr. Bob Smith

Bob Smith (909123456) needs to be physically absent from campus through September 2, 2020.

During this time, please work with the student to continue as much as possible online and make up any course work missed. Your cooperation is very much appreciated.

Sincerely,
Case Manager Follow-up Letter

This is an example of a follow-up letter from the Case Manager for a student or an employee.
COVID-19 Response Team

Notification Officer’s Script

This is an example of the Notifications Officer’s script. This is used when calling an individual that may not know they have been in close contact with a person who is sick with or test positive for COVID-19.

Much care should be taken, as this may be a shock to the person being notified. Additionally, they will most likely be instructed to self-quarantine for a minimum of 14 days and be tested on the 10th day of their quarantine.

COVID-19 Exposure/Contact Notification Script

The following script has been prepared for those who have not been tested but have been exposed to someone with COVID-19. As a member of the COVID-19 Notification Team, you will be notifying a campus community member that they have been exposed to campus community member who is experiencing symptoms related to COVID-19 OR has received a positive test for COVID-19. Prior to making this call, you should familiarize yourself the case which named this individual as a close contact. Understand that you MAY NOT divulge the identity of the individual who named this person as a close contact, unless given permission by the infected person in the original report. Understand that this may be a difficult conversation. You should use phrases for building rapport and use active listening techniques.

Background Information
The person you are calling may not know that they have been identified as a close contact to an individual infected with COVID-19. You should complete the Exposed Person section of this form with the close contact's name, ID number, birth date prior to making the notification call.

Questions
• Call the Close Contact and read the script below.
  • If the Close Contact does not answer, you should leave the following message: Hi, this is [staff name] from Columbus State University. I am calling to speak with [close contact’s name]. This is an urgent matter. Please return my call as soon as you receive this message. My number is xxx-xxx-xxxx.
  • It is also recommended that you send the Close Contact a text message with the same message.
  • If you do not receive a response in a reasonable time period (a few hours), you should notify Chip Reese at 229-310-9462.
  • Hi, this is [staff name] from Columbus State University’s. I’m calling to speak with [contact name]. To protect your information, please confirm your identity with your 909 number or birth date.
This is an example of the Notifications Officer’s script. This is used when calling an individual that may not know they have been in close contact with a person who is sick with or test positive for COVID-19.

Much care should be taken, as this may be a shock to the person being notified. Additionally, they will most likely be instructed to self-quarantine for a minimum of 14 days and be tested on the 10th day of their quarantine.

Abridged Version of the Script

COVID-19 Exposure/Contact Notification Script

- I am a member of Columbus State University’s COVID-19 Notification Team and calling to inform you that you may have been in close contact with someone with COVID-19.
  - Close contact includes:
    - * Living with or caring for a sick person with COVID-19;
    - * Being within 6 feet of a sick person with COVID-19 for about 15 minutes (no matter whether a mask was worn or not); OR,
    - * Being in direct contact with secretions from a sick person with COVID-19 (e.g., being coughed on, kissing, sharing utensils, etc.).
- A contact tracer from the health department might also call to inform you that you have been exposed. If so, they will ask you to stay at home and self-quarantine.
- But first, have you experienced any COVID-19 symptoms, such as fever, cough, shortness of breath, or loss of taste or smell?

Record their answer and the date agreed to and that the individual understand not to come to campus:

ADDITIONAL INSTRUCTIONS
  a. EMPLOYEES: You should notify your supervisor of our conversation
  b. Non-RESIDENT STUDENTS: You should contact the Office of the Dean of Students
  c. RESIDENT STUDENTS: You should contact the Director of Residence

EXPLAIN AND ASK
  - You should self-quarantine for 14 days, starting from the most recent day that you were exposed to someone sick with or has a positive COVID-19 test result.
  - Do you have any question that I may be able to answer?
  - You will receive a follow up letter with a copy of what we have discussed today. Is there anything else that I can help you with today?
Attestation Form

When an individual is nearing the end of their quarantine or isolation due to COVID-19, the Case Manager will send them the link below.

https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=5d9d51c7-cf85-49d2-846b-00c15e133750&env=na3&acct=5b6fe799-74ef-4752-9492-169c5ce0252b&v=2

The link will take the individual to a DocuSign Form (seen here). Once completed, it will be forwarded to the Case Manager.

Please Note That Your Return to Campus Date was Provided to you in a Previous Email

By initialing and signing below, I attest that I have completed my isolation/quarantine as directed by the Columbus State University COVID-19 Response Team.

___ I have been without fever without the use of fever reducing medication for 24 hours prior to my return to campus, AND my symptoms (e.g., cough, shortness of breath, loss of taste, loss of smell, malaise/fatigue) have improved.

___ I have maintained and followed the conditions of my quarantine and/or isolation as directed and prescribed by the Columbus State University COVID-19 Response Team during the said period without interruptions.

___ I understand that if my symptoms have not improved or my symptoms have gotten worse that I am to communicate directly with the COVID-19 Response Team Case Manager via email (llanos_julio@columbusstate.edu), prior to my scheduled return to campus date. Furthermore, I should wait on the written instructions from the Case Manager and then follow those instructions.

___ I have reviewed and understand the information provided in the links listed below:

Informational links to the CDC and the Georgia Department of Public Health.
- Quarantine Guidance: https://dph.georgia.gov/contact
- 14-Day COVID Symptom Log (previously emailed)

Once again, by signing below I attest that I have completed my isolation/quarantine as directed by the Columbus State University COVID-19 Response Team.

Student’s Digital Signature: ____________________________