



**PITZER COLLEGE  
Exposure Management Plan**

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**EXPOSURE MANAGEMENT DOCUMENT LIBRARY**

- Home Isolation Instructions for COVID-19 ([LADPH website](#))
- Pitzer Positive Case Protocol ([Pitzer PDF](#))
- Health Officer Orders: Test Result Isolation/Quarantine Letters ([Pitzer PDF](#))
- COVID-19 Case and Contact Line List for the Educational Sector ([LADPH PDF](#))
- Pitzer & Hamilton Health Box (HHB) Clinical Protocols: Testing, Quarantine & Isolation ([Pitzer PDF](#))
- HHB FAQ Handout ([Pitzer PDF](#))
- Pitzer & HHB Contact Tracing Scripts ([Pitzer PDF](#))
- COVID-19 Exposure Letter ([LADPH PDF](#))
- Notification of Exposure & Precautions ([LADPH PDF](#))
  - COVID-19 Exposure Investigation Worksheet for the Education Sector ([LADPH website](#))



## LEGEND

**Black text:** Language excerpted from LACDPH's **Protocol for COVID-19 Exposure Management in Institutes of Higher Education** (last rev. 12/02/2020)

**Maroon/Teal text:** Response language provided by Pitzer College and/or Hamilton Health Box

### Exposure Management Planning Prior to Identifying 1 COVID-19 Case at IHE Setting

1. **LADPH REQUIRES** A designated IHE COVID-19 Compliance Task Force that is responsible for establishing and enforcing all COVID-19 safety protocols and ensuring that staff and students receive education about COVID-19. A designated COVID-19 Compliance Officer who serves as a liaison to DPH in the event of a COVID-19 cluster or outbreak at an IHE setting.

#### **PITZER COMPLIANCE:**

- **Designated COVID-19 Compliance Committee:** Pitzer has a COVID-19 Compliance Committee composed of Laura Troendle, Deanna Caballero, Mark Crawbuck, Jim Marchant, Jessica Levy, River Santee, Toby Hamilton and Glenn Davis. This committee is responsible for establishing and enforcing all COVID-19 Health and Safety policies and protocols; responding to any concerns or complaints regarding COVID-19 Health and Safety policies and protocols; ensuring that students, staff and faculty are educated about COVID-19 (prevention, spread and College policies); overseeing COVID-19 case management on campus, including the COVID-19 Containment, Response and Control Plan, this Exposure Management Plan, and Prevention Plan; reviewing factors that might contribute to risk of COVID-19 infection on the campus; and providing information to governmental agencies, as appropriate. Meets weekly since January 2021.
  - The Compliance Group regularly confers with Pitzer's COVID-19 Task Force which includes a broader group of faculty, staff and students and is responsible for making recommendations to the College president concerning the College's response to COVID-19.
- **Established and enforces COVID-19 safety protocols and circulates educational information:** Achieved via mandatory employee training for faculty and staff working on campus, development and maintenance of Pitzer community resources, email announcements, compliance surveillance, and reminder notifications.
- **Established and publicizes dedicated Pitzer COVID hotline and inbox:** (909) 607-2180; [nurse@pitzer.edu](mailto:nurse@pitzer.edu)

*Last revision: February 26, 2021*



- **Designated COVID-19 Compliance Officer:** The designated liaison between Pitzer and LADPH in the event of COVID-19 cluster or outbreak is [Laura Troendle](#), Chief Operating Officer and Treasurer at Pitzer College, supported by [River Santee](#), Registered Nurse with Hamilton Health Box.
  - **Drafted and maintains comprehensive COVID-19 Workplace Health and Safety Protocols:** available to review upon request.
2. **LADPH REQUIRES** Adequate supply of housing for students and faculty living on campus to safely isolate or quarantine when needed.

### **PITZER COMPLIANCE:**

- Pitzer is fully online for the Spring 2021 semester and has no students living on campus. Upon a return to a conventional residential experience, Pitzer will implement suitable quarantine and isolation housing arrangements.
3. **LADPH REQUIRES** A plan for all students and employees who have symptoms consistent with COVID-19 infection or are quarantined because of exposure to case(s) on campus to have access to testing or be tested for COVID-19 infection.

### **PITZER COMPLIANCE:**

- Pitzer is fully online in the Spring 2021 semester with no students living on campus. Therefore, it has no current quarantine protocol for students. Students living near campus can be tested at Student Health Services <https://services.claremont.edu/student-health-services/>.
- **Access to testing (on campus):** Pitzer has partnered with Hamilton Health Box (HHB), a private, on-campus clinic that provides COVID-specific medical evaluation and on-campus testing services for all students and employees who have symptoms consistent with COVID-19 infection or who are quarantined because of exposure to a confirmed case. Pitzer also provides tests for a fee to family and household members of employees as well as to third-party campus vendors. HHB partners with Fulgent Genetics to process PCR COVID-19 tests. HHB also has the capacity to administer rapid antigen tests onsite in presumed positive cases; positive antigen tests are subsequently confirmed by a PCR test.
- Pitzer has developed and implemented a **Daily Health Screening Survey** (delivered via Qualtrics) to continuously track and initiate COVID-19 case management on the Pitzer campus. **(Not Required by LADPH.)**



## Exposure Management for 1 COVID-19 Case at IHE Setting

1. **LADPH REQUIRES** After identifying 1 laboratory confirmed COVID-19 case (student or employee), IHE Compliance Task Force instructs the case to follow Home Isolation Instructions for COVID-19 (<http://www.publichealth.lacounty.gov/acd/ncorona2019/covidisolation/>).

### **PITZER COMPLIANCE:**

- Hamilton Health Box (hereafter, “Hamilton Health Box” or “HHB” may be construed to mean River Santee RN, or her designee, as applicable)
    - ...provides “[Home Isolation Instructions for COVID-19](#)” to confirmed COVID-19 cases, consistent with LADPH Home isolation instructions.
    - ...follows “**Pitzer Positive Case Protocols**” (Pitzer PDF). **(Not Required by LADPH.)**
    - ...triggers case management updates in Qualtrics. **(Not Required by LADPH.)**
2. **LADPH REQUIRES** IHE Compliance Task Force informs the case that DPH will contact the case directly through the DPH Case and Contact Investigation Program to collect additional information and issue the Health Officer Order for Case Isolation.

### **PITZER COMPLIANCE:**

- Hamilton Health Box
    - ...informs the case the LADPH will contact them to perform contact tracing investigation.
    - ...provides “**Health Officer Order: Test Result Isolation/Quarantine Letter**” (Pitzer PDF) for Case Isolation.
3. **LADPH REQUIRES** IHE Compliance Task Force works with the case to generate a list of students and/or employees with exposure to the case while infectious. IHE cases include all students or employees affiliated with the IHE including those who work or reside both on- and off-campus. IHE Compliance Officer submits this information to DPH using the [COVID-19 Case and Contact Line List for the Educational Sector](#), within 1 business day of notification of a confirmed case. If needed, additional time may be requested. For technical assistance on how to complete the line list contact: [ACDC-Education@ph.lacounty.gov](mailto:ACDC-Education@ph.lacounty.gov).



### **PITZER COMPLIANCE:**

- Hamilton Health Box or designated Contact Tracer works with the case to generate a list of students and/or employees with exposure to the case while infectious and submits this information to LADPH using the [COVID-19 Case and Contact Line List for the Educational Sector](#) within 1 business day of notification of a confirmed case.
  - The definitions presented below (provided by LADPH) in connection with contact tracing have been incorporated in various external-facing documents for the Pitzer community, including: the “Pitzer & HHB Clinical Protocols - Testing Quarantine & Isolation” (Pitzer PDF), the “HHB FAQ Handout” (Pitzer PDF), and the “Pitzer & HHB Contact Tracing Scripts” (Pitzer PDF).
    - o A case is considered to be infectious beginning 2 days before their symptoms first appeared and until they are no longer required to be isolated (i.e., no fever for at least 24 hours without the use of medicine that reduces fever AND other symptoms have improved AND at least 10 days have passed since symptoms first appeared.) A person with a positive COVID-19 test but no symptoms is considered to be infectious from 2 days before their test was administered until 10 days after their test date.
    - o A person is considered to have been exposed if they are one of the following:
      - a. An individual who was within 6 feet of the infected person for more than 15 minutes, even if a non-medical face covering was worn; or
      - b. An individual who had unprotected contact with the infected person's body fluids and/or secretions of a person with confirmed or suspected COVID-19 (e.g., being coughed or sneezed on, sharing utensils or saliva, or providing care without using appropriate protective equipment.)
4. **LADPH REQUIRES** Students and employees that are identified to have had an exposure to the case are notified by the IHE Compliance Task Force through a letter or other communication strategies. A Campus Exposure Notification letter template is available at: [COVID-19 Template Notification Letters for Education Settings](#). The notification of exposure should include the following messages:
- Students and employees with exposure to a campus case should test for COVID-19, whether or not they have symptoms, and inform IHE of test results. This will determine the extent of disease spread on campus and serve as a basis for further control measures. Testing resources include: Employee Health Services or Occupational Health Services, Student Health Center, personal healthcare providers, and community



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testing sites ([covid19.lacounty.gov/testing](https://covid19.lacounty.gov/testing)). Individuals who need assistance finding a medical provider can call the LA County Information line 2-1-1, which is available 24/7.

- Exposed students and employees should quarantine for 10 days since last exposure to the case while infectious (as defined above) and must continue to monitor their health and adhere to strict COVID-19 prevention precautions through day 14, even if they receive a negative test result during their quarantine period. A person who tests negative may subsequently develop disease, with or without symptoms, if tested during the incubation period (i.e., the time period between exposure and disease onset). Home Quarantine Guidance for COVID-19 is available at: <http://www.publichealth.lacounty.gov/acd/ncorona2019/covidquarantine/>
- IHE will assist with identifying housing for students living on campus or in off-campus housing leased by the College to safely isolate or quarantine when needed.
- DPH will contact exposed students/employees directly through the Case and Contact Investigation Program to collect additional information and issue the Los Angeles County Public Health [Emergency Isolation Order](#) or [Emergency Quarantine Order](#) as appropriate.

### **PITZER COMPLIANCE:**

- Hamilton Health Box identifies and notifies students, employees, visitors and vendors who have had an exposure to a positive case through a call/email and/or letter “Covid-19 Exposure Letter” ([LADPH PDF](#)).
  - The “Pitzer & HHB Clinical Protocols - Testing Quarantine & Isolation” (Pitzer PDF) are compliant with the guidelines stated above: “Exposed Students and Employees should quarantine for 10 days since last exposure to the case while infectious (as defined above) and must continue to monitor their health and adhere to strict COVID-19 prevention precautions through day 14, even if they receive a negative test result during their quarantine period.”
5. **LADPH RECOMMENDS** IHE Compliance Task Force will determine whether additional notification is needed to inform the wider campus community about the exposure and precautions being taken to prevent spread of COVID-19. A general notification letter template is available at: [COVID-19 Template Notification Letters for Education Settings](#). If identities of close contacts are not known or close contacts cannot be reached, the IHE must work with DPH to develop; and release a public notification. Outbreak counts and



locations will also be publically posted without personal identifiers on the [DPH website](#) until the outbreak is resolved.

### **PITZER COMPLIANCE:**

- The Pitzer COVID Compliance Committee will produce a “Notification of Exposure & Precautions” ([LADPH PDF](#)) letter for the wider campus community on an as-needed basis.

### **Exposure Management for 2 COVID-19 Cases within a 14-day Period at IHE Setting**

1. **LADPH REQUIRES** After identifying 2 laboratory confirmed cases (students and/or employees) within a 14- day period, IHE follows *required* steps for 1 confirmed case.

### **PITZER COMPLIANCE:**

- Hamilton Health Box will perform all of the required steps for 1 confirmed case in addition to the requirements for 2 confirmed cases within a 14-day period.

2. **LADPH RECOMMENDS**IHE Compliance Task Force assesses whether the 2 cases are epidemiologically linked, meaning that the two affected individuals were both present at some point in the same setting and same time while either or both were infectious.\*

*\*A case is considered to be infectious from 2 days before symptoms first appeared until they are no longer required to be isolated (i.e., no fever for at least 24 hours without the use of medicine that reduces fever AND other symptoms have improved AND at least 10 days have passed since symptoms first appeared). A person with a positive COVID-19 test but no symptoms is considered to be infectious from 2 days before their test was taken until 10 days after their test.*

Determination of epidemiological links between cases may require further investigation to understand exposure history and identify all possible locations and persons that may have been exposed to the case while infectious at the site. NOTE: Epidemiologically linked cases include persons with identifiable connections to each other such as sharing a physical space (e.g. in a classroom, office, or gathering), indicating a higher likelihood of linked spread of disease in that setting rather than sporadic transmission from the broader community. A tool is available to assist in the assessment of epidemiological links at: [COVID-19 Exposure Investigation Worksheet for the Education Sector](#). For technical assistance on how to assess epidemiological links, please contact [ACDC-Education@ph.lacounty.gov](mailto:ACDC-Education@ph.lacounty.gov).



- If epidemiological links do not exist, IHE continues with routine exposure management.
- If epidemiological links exist, IHE reinforces messages to students and employees on precautions to take to prevent spread on campuses, including implementation of site-specific interventions.

### **PITZER COMPLIANCE:**

- Hamilton Health Box will complete a contact tracing investigation and determine any epidemiological link using the [COVID-19 Exposure Investigation Worksheet for the Education Sector](#).
- The Pitzer COVID Compliance Committee will produce a “**Notification of Exposure & Precautions**” ([LADPH PDF](#)) letter for the wider campus community, on an as-needed basis.
- The Pitzer COVID Compliance Committee will implement site-specific interventions to reduce spread of the COVID-19 Infection: (e.g., zoning, cleaning, restricting/regulating access to site of spread.)

### **Exposure Management for $\geq 3$ COVID-19 Cases within a 14-day Period at IHE Setting**

1. **LADPH REQUIRES** If IHE identifies a cluster of 3 or more laboratory confirmed cases (students and/or employees) within a 14-day period, IHE should proceed with the following steps:

### **PITZER COMPLIANCE:**

- Hamilton Health Box will perform all of the required steps for 1 confirmed case in addition to the requirements for 3+ confirmed cases within a 14-day period.
  - Report the cluster to DPH Acute Communicable Disease Control (ACDC) Education Sector Team within 1 business day via email at: [ACDC-Education@ph.lacounty.gov](mailto:ACDC-Education@ph.lacounty.gov) or by calling (888) 397-3993 or (213) 240-7821.

### **PITZER COMPLIANCE:**

- Hamilton Health Box will report the cluster to LADPH ACDC within 1 business day via the channels listed above.

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- Complete the *Line List for Cases and Contacts*, available at: [COVID-19 Case and Contact Line List for the Educational Sector](#) and submit to [ACDC-Education@ph.lacounty.gov](mailto:ACDC-Education@ph.lacounty.gov). For technical assistance on how to complete the line list contact [ACDC-Education@ph.lacounty.gov](mailto:ACDC-Education@ph.lacounty.gov).

### **PITZER COMPLIANCE:**

- Hamilton Health Box will complete the line list for cases and contacts using the [COVID-19 Case and Contact Line List for the Educational Sector](#) and submit to [ACDC-Education@ph.lacounty.gov](mailto:ACDC-Education@ph.lacounty.gov).
- The ACDC Education Sector Team will review the *Line List for Cases and Contacts* to determine whether the outbreak criteria have been met. The ACDC team will contact IHE within 1 business day to advise on next steps.
  - If outbreak criteria are not met, IHE continues with routine exposure management.
  - If outbreak criteria are met, DPH Outbreak Management Branch (OMB) is activated.
  - An OMB public health investigator is assigned to coordinate with the IHE on outbreak management for the duration of the outbreak investigation.

### **PITZER COMPLIANCE:**

- If outbreak criteria are met, DPH public health investigators will coordinate with Hamilton Health Box on outbreak management for the duration of the outbreak investigation (*c.f.* pp. 10; § **Outbreak Management Measures at IHE.**)
- IHE Compliance Task Force will submit requested information, including updates to the *Line List for Cases and Contacts* to the OMB Investigator until the outbreak is resolved (i.e., at least 14 days since the last confirmed case).

### **PITZER COMPLIANCE:**

- Hamilton Health Box will submit requested information including updates to the *Line List for Cases and Contacts* to the OMB Investigator until the outbreak is resolved.
2. **LADPH RECOMMENDS** Prior to reporting cluster to the DPH ACDC Education Sector Team, IHE Compliance Task Force will determine whether at least 3 cases in the cluster have epidemiological links. A tool is available to assist in the assessment of epidemiological links at: [COVID-19 Exposure Investigation Worksheet for the Education Sector](#).



### **PITZER COMPLIANCE:**

- Hamilton Health Box will assess whether the 3 cases are epidemiologically linked through an HHB contact tracing investigation using the [COVID-19 Exposure Investigation Worksheet for the Education Sector](#).
- If no epidemiological link is identified, the College will proceed with routine exposure management.
- If an epidemiological link exists, Hamilton Health Box will report the cluster to the LADPH ACDC Education Sector Team by email and phone.

### **COVID-19 Outbreak Criteria for Institutes of Higher Education**

IHE Non-residential Setting: At least 3 laboratory-confirmed cases with symptomatic or asymptomatic COVID-19 infection within a 14-day period in a group\* with members who are epidemiologically linked, do not share a household, and are not a close contact of each other outside of the campus.

*\*IHE groups include persons that share a common membership (e.g., Greek or other social organization, athletic teams, sports and recreation clubs, academic cohort, workplace on campus). Epidemiological links require the infected persons to have been present at some point in the same setting during the same time period while infectious.*

IHE Residential Setting\*: At least 3 laboratory-confirmed cases with symptomatic or asymptomatic COVID-19 infection within a 14-day period within the same or multiple dwellings that share a common area.

*\*IHE Residential Settings include on- and off-campus residential housing facilities where groups of IHE students and/or employees congregate and/or reside (e.g., on-campus residences, on- or off- campus Greek housing).*

**For additional COVID-19 resources for Institutes of Higher Education, please visit:**  
<http://publichealth.lacounty.gov/media/Coronavirus/reopening-la.htm#highereducation>



## APPENDIX A

### Steps for managing exposures to 1, 2, and ≥ 3 confirmed COVID-19 cases in non-residential or residential congregate settings associated with IHE

<b>1 Case</b>	<ol style="list-style-type: none"> <li>1) <i>Required:</i> IHE instructs the case to follow Home Isolation Instructions (a).</li> <li>2) <i>Required:</i> IHE informs case that the DPH will contact the case directly to collect additional information and issue Health Officer Order for Isolation (a).</li> <li>3) <i>Required:</i> IHE works with the case to identify IHE contacts with exposure.</li> <li>4) <i>Required:</i> IHE notifies* identified contacts of exposure and instructs them to quarantine at home and test for COVID-19.</li> <li>5) <i>Required:</i> IHE informs contacts that DPH will contact them directly to collect additional information and issue Health Officer Order for Quarantine (b).</li> <li>6) <i>Required:</i> IHE submits contact information for case and IHE contacts using the COVID-19 Case and Contact Line List for the Educational Sector and sends to DPH by emailing: <a href="mailto:ACDC-Education@ph.lacounty.gov">ACDC-Education@ph.lacounty.gov</a>.</li> <li>7) <i>Recommended:</i> IHE sends general notification* to inform the wider campus community of the exposure and precautions being taken to prevent spread. *Templates for exposure notification and general notification are available at: <a href="#">COVID-19 Template Notification Letters for Education Settings..</a></li> </ol>
<b>2 Cases</b>	<ol style="list-style-type: none"> <li>1) <i>Required:</i> Follow steps for 1 confirmed case.</li> <li>2) <i>Recommended:</i> If the 2 cases occurred within 14 days of each other, IHE determines whether the cases have epidemiological (epi) links.* A <a href="#">COVID-19 Exposure Investigation Worksheet for the Education Sector</a> tool is available to help assess for epi links.</li> </ol> <p>*Epi links do not exist: IHE continues with routine exposure management.</p> <p>*Epi links exist: IHE implements additional infection control measures.</p>



<b>3+ Cases</b>	<ol style="list-style-type: none"> <li>1) Required: If a cluster of 3 or more cases occurred within 14 days of each other, IHE report this to DPH at: ACDC-Education@ph.lacounty.gov.</li> <li>2) Recommended: Prior to notifying ACDC Team of cluster, IHE determines whether epi links exist for at least 3 cases. If epi links do not exist, continue with routine exposure management.</li> <li>3) Required: DPH requests that the COVID-19 Case and Contact Line List for the Educational Sector be completed by IHE to determine if outbreak criteria have been met.* *Outbreak criteria not met: IHE continues with routine exposure management. *Outbreak criteria met: DPH Outbreak Management Branch (OMB) activated.</li> <li>4) Required: IHE provides updates to OMB investigator until outbreak is resolved (at least 14 days since last confirmed case).</li> </ol>
<b>(a)</b>	<p>Health Officer Order, cases directed to self-isolate until no fever for at least 24 hours (without the use of medicine that reduces fever) AND other symptoms have improved AND at least 10 days have passed since symptoms first appeared OR, if case has no symptoms, until 10 days have passed after their positive test was taken. IHE will provide isolation assistance to students/faculty if needed.</p>
<b>(b)</b>	<p>Health Officer Order, contacts directed to quarantine for 14 days since last exposure date to the case while infectious. IHE will provide quarantine assistance to students/faculty if needed.</p>