

# COVID CASE MANAGEMENT PLAN

## *What happens if a COVID case is related to campus?*

Being prepared with a clear plan for a case or outbreak of COVID-19 related to our campuses will help us to act quickly, communicate effectively and prevent further spread of COVID-19. While we have implemented extensive education and infection control measures to reduce potential for transmission, Trent University has been working with our partners in Public Health on the following steps and protocols for a campus-linked case.

## What you can expect from Trent

In the event of confirmed COVID-19 case or outbreak at Trent, the University will:

- Act in an immediate and timely way
- Work with Public Health to determine whether an outbreak should be declared, how to implement mitigation measures, and how an outbreak will be monitored by the Public Health Authority
- Provide Public Health with a list of potential contacts where available and as requested
- Activate action, reporting and communication plan for a case or outbreak, and communicate the action steps as required and appropriate
- Regularly provide accessible and actionable information
- Adapt existing COVID-19 education programs for Trent community to prevent further spread of COVID-19
- Ensure access to all appropriate supplies and information for health and safety
- Increase cleaning frequency of frequently-used spaces, high-touch surfaces and objects
- Protect the privacy and safety of all individuals

## What you can expect from Public Health

Upon receiving a positive COVID-19 test result for an individual with a confirmed link to Trent University, **local Public Health authorities** will:

- Contact the person or persons with the case of COVID-19
  - Make initial phone call and conduct daily monitoring
  - Provide education including self-isolation requirements
  - Confirm when and where the individual was at the University during their period of communicability
  - Identify close contacts and assess exposure risk for each contact

- Determine if there were any potential exposures in the University and notify Trent of any low or high risk areas
- Conduct all contact tracing activities
- Assess risk of exposure in the University setting
- Contact the University to notify of exposure if necessary
- Work with the University to identify contacts and obtain contact information
- Assess if there are any symptomatic students or staff with links to campus
- Provide direction on outbreak management, if necessary
- Work with the University to determine the need for temporary restrictions or closure of buildings or campus or cleaning and sanitization, limiting visitors, etc.
- Maintain frequent contact with the University to manage any outbreak until the outbreak is assessed to be over

### Confidentiality and protecting privacy

As privileged medical information, a diagnosis of COVID-19 is considered confidential. As such, the University will never release identifying information of an individual who tested positive for COVID-19 to our community members or the media. Local Public Health authorities will inform those who may be at risk and inform the University of a confirmed link to Trent’s campuses.

### COVID CASE SCENARIOS & RESPONSE

The following chart provides a high-level version of the University’s response, in conjunction with Public Health, in a variety of COVID-19 scenarios.

COVID-19 Case Scenario	Public Health Actions	Trent Actions
<p><b>Public Health declares an outbreak linked to Trent residences</b></p> <p><i>NOTE: the definition of an outbreak is determined by the local Public Health authority</i></p>	<ul style="list-style-type: none"> <li>● Contact and guidance for individuals with confirmed positive case(s)</li> <li>● Advise individuals when safe to return to general residence</li> <li>● Contact tracing</li> <li>● Assess if testing or self-isolation required or recommended for other students and staff</li> <li>● Assess if temporarily need to relocate other students, services from residence building</li> <li>● Publicize confirmation of outbreak</li> </ul>	<ul style="list-style-type: none"> <li>● Provide contact lists to Public Health as requested</li> <li>● Provide self-isolation rooms and supports as required</li> <li>● Communication to Trent community (confirmation of case, follow advice of Public Health) through Trent Forward webpage and myTrent</li> <li>● Consideration of additional direct communication to students and staff associated with confirmed case, if advised by Public Health</li> </ul>

COVID-19 Case Scenario	Public Health Actions	Trent Actions
	<ul style="list-style-type: none"> <li>• Provide direction related to decisions on partial or temporary closures and/or enhanced cleaning</li> </ul>	
<b>Public Health declares an outbreak linked to Trent campus (faculty, staff, student, visitor) and/or building</b>	<ul style="list-style-type: none"> <li>• Contact with and guidance for confirmed positive case(s)</li> <li>• Advise contact when safe to return to campus</li> <li>• Contact tracing</li> <li>• Assess if testing or self-isolation required or recommended for other students and staff</li> <li>• Assess if temporarily need to relocate other students, services from residence building</li> <li>• Publicize confirmation of outbreak</li> <li>• Provide direction re: partial or temporary closures and/or enhanced cleaning</li> </ul>	<ul style="list-style-type: none"> <li>• Provide contact lists to Public Health as requested</li> <li>• Communication to Trent community (confirmation of case, follow advice of Public Health) through Trent Forward webpage and myTrent</li> <li>• Consideration of additional direct communication to students, employees and tenants associated with confirmed case, if advised by Public Health</li> </ul>
<b>Public Health notifies Trent of a positive test for an individual student who lives in residence</b>	<ul style="list-style-type: none"> <li>• Contact with and guidance for confirmed positive cases; advise contact when safe to return to general residence</li> <li>• Contract tracing; assess if testing or self-isolation required or recommended for other students and staff</li> <li>• Direction re: residence to remain open; high-touch surfaces be disinfected, and enhanced cleaning of the building</li> </ul>	<ul style="list-style-type: none"> <li>• Make arrangements for student to enter self-isolation following Housing protocols</li> <li>• Provide contact lists to Public Health as requested</li> <li>• If taking in-person courses on campus, support student in continuing to take courses remotely, if well enough to do so</li> <li>• Communication to Trent community (confirmation of case, follow advice of Public Health) through Trent Forward webpage and myTrent</li> <li>• Consideration of additional direct communication to students and employees associated with confirmed case, if advised by Public Health</li> </ul>
<b>Public Health notifies Trent of positive test for an individual student who lives off campus but is taking a class on campus or confirmed to have been on campus during</b>	<ul style="list-style-type: none"> <li>• Contact with and guidance for confirmed positive cases; advise contact when safe to return to campus</li> <li>• Contract tracing; assess if testing, self-isolation required or recommended for other students and staff</li> </ul>	<ul style="list-style-type: none"> <li>• Provide contact lists to Public Health as requested</li> <li>• Provide on-campus self-isolation room and supports, if needed</li> <li>• Support student to participate in courses remotely if well enough to do so</li> </ul>

COVID-19 Case Scenario	Public Health Actions	Trent Actions
<b>period of communicability</b>	<ul style="list-style-type: none"> <li>• Provide direction re: campus to remain open; high-touch surfaces be disinfected, and enhanced cleaning of the building</li> </ul>	<ul style="list-style-type: none"> <li>• Communication to Trent community (confirmation of case, follow advice of Public Health) through Trent Forward webpage and myTrent</li> <li>• Consideration of additional direct communication to students and employees associated with confirmed case, if advised by Public Health</li> </ul>
<b>Trent learns from a staff member who has been working on campus that they have tested positive</b>	<ul style="list-style-type: none"> <li>• Confirm case and details as appropriate</li> <li>• Contact with and guidance for confirmed positive case; advise contact when safe to return to work</li> <li>• Contact tracing; assess if testing, self-isolation required or recommended for other staff or students</li> <li>• Provide direction re: building to remain open; high touch surfaces be disinfected, and enhanced cleaning of the building</li> </ul>	<ul style="list-style-type: none"> <li>• Provide contact lists to Public Health as requested</li> <li>• Human Resources to connect directly with staff member</li> <li>• Communication to Trent community (confirmation of case, follow advice of Public Health) through Trent Forward webpage and myTrent</li> <li>• Consideration of additional direct communication to employees and students associated with confirmed case, if advised by Public Health</li> </ul>
<b>Trent learns second-hand of a staff member or student testing positive (not confirmed by Public Health)</b>	<ul style="list-style-type: none"> <li>• Case to be confirmed</li> <li>• Once confirmed, follow steps as outlined in case scenario above</li> </ul>	<ul style="list-style-type: none"> <li>• Human Resources may reach out to staff member to ensure have been in touch with Public Health as appropriate</li> <li>• If confirmed positive with link to Trent, follow steps as outlined in case scenario above</li> <li>• Rumoured cases will not be addressed in University updates or communications</li> </ul>
<b>Trent learns of student who has tested positive but is studying and living off campus OR staff member who has tested positive but is working remotely and has not been on campus during period of communicability</b>	<ul style="list-style-type: none"> <li>• Confirm no/low risk to Trent campuses, if able</li> </ul>	<ul style="list-style-type: none"> <li>• Student Affairs/College connects with student/ HR/supervisor connects with staff member; advise they follow guidance of Public Health</li> <li>• Support student to participate in courses remotely if well enough to do so / support staff member to continue to work remotely if well enough to do so</li> <li>• Confirmed cases with no risk to Trent's campuses will not be addressed in University updates or communications</li> </ul>

COVID-19 Case Scenario	Public Health Actions	Trent Actions
<b>Trent learns of staff member or student who has symptoms, and is going for testing or awaiting results</b>	<ul style="list-style-type: none"> <li>• Will only notify the University of confirmed positive case with link to Trent</li> <li>• If confirmed, follow steps as outlined in positive case scenario above</li> </ul>	<ul style="list-style-type: none"> <li>• Human Resources or Student Affairs may reach out to staff member/student to ensure have been in touch with Public Health as appropriate; advise they follow guidelines and self-isolate at home or in residence until testing confirmed</li> </ul>
<b>Trent learns of a staff member or student who is asymptomatic but identified through Public Health contact tracing as close contact and is going for testing/awaiting results</b>	<ul style="list-style-type: none"> <li>• PHA to notify the University of confirmed positive case with link to Trent</li> </ul>	<ul style="list-style-type: none"> <li>• Human Resources directs employee (Student Affairs or Housing directs student) to follow Public Health guidelines, self-isolate and stay home until Public Health confirms safe to return to campus</li> </ul>
<b>Trent hears first/second hand that a community member who has been to the Athletics Centre (or related services in Athletics) has tested positive</b>	<ul style="list-style-type: none"> <li>• Public Health to notify the University of confirmed positive case with link to Trent/our campuses</li> <li>• Contact with and guidance for confirmed positive cases; advise contact when safe to return to campus and Athletics</li> <li>• Contract tracing; assess if testing, self-isolation required or recommended for other students and staff accessing the Athletics</li> <li>• Direction re: campus/building to remain open; high touch surfaces be disinfected, enhanced cleaning of the Athletics Centre</li> </ul>	<ul style="list-style-type: none"> <li>• Provide contact lists to Public Health as requested</li> <li>• Once Public Health confirms case:</li> <li>• Communication to Trent community (confirmation of case, follow advice of Public Health) through Trent Forward webpage and myTrent</li> <li>• Consideration of additional direct communication to staff or students associated with confirmed case, if advised by Public Health</li> </ul>
<b>Trent learns of a staff member of an on-campus tenant has tested positive</b>	<ul style="list-style-type: none"> <li>• Public Health to notify the University of confirmed positive case with link to Trent/our campuses</li> <li>• Contact with and guidance for confirmed positive cases; advise contact when safe to return to campus and the specific building/space</li> <li>• Direction re: campus/building to remain open; high touch surfaces be disinfected, enhanced cleaning of designated areas</li> </ul>	<ul style="list-style-type: none"> <li>• Provide contact lists to Public Health as requested</li> <li>• Once Public Health confirms case:</li> <li>• Communication to Trent community (confirmation of case, follow advice of Public Health) through Trent Forward webpage and myTrent</li> <li>• Consideration of additional direct communication to tenant, staff or students associated with confirmed case, if advised by Public Health</li> </ul>

## **STATUS OF CAMPUS OPERATIONS**

Public Health or the University may recommend or decide to suspend temporarily some on-campus operations or restrict access to spaces or buildings in order to protect the health of the community or a potential partial or total campus closure in the event of a second wave of COVID-19. All updates will be communicated with staff, faculty and students, and posted to [trentu.ca/forward](https://trentu.ca/forward). All members of the community are encouraged to check this site regularly for updates.

## **COVID CASE MANAGEMENT TEAM**

The detailed COVID-19 case plan is coordinated and overseen by the University's COVID Case Management (CCM) Team, which works together with senior leaders and our partners at Peterborough and Durham Public Health to monitor the evolving situation with COVID-19 daily and respond as appropriate. The CCM comprises representatives from a diverse cross-section of key departments across the University, including Risk Management, Health Services, Communications, Housing & Food Services, Facilities, Human Resources, Academics, Student Affairs, and the Registrar's Office. For inquiries and additional information please contact [Louise Fish](#) or [Elyse Sawdon](#).

## **OUR PRIORITIES**

The health and safety of our students, faculty, staff and community are foremost in our considerations and plans. We aim to keep our University community well-informed through internal and external communication strategies as we take direction and guidance from public health authorities regarding our approach to privacy, testing, self-isolation and the overall management of Trent-related cases of COVID-19. In the event of a positive case linked to Trent, the University is committed to executing this plan with a goal of reducing the risk of further transmission at our institution and in our communities.