

BHSU Protocol Communicating Presumptive/Positive COVID-19 Tests

When an individual at BHSU experiences [symptoms](#) of COVID-19, has presumptive or a confirmed COVID-19 test, or has been exposed to presumptive or confirmed COVID-19 test:

- A. Individual must notify as follows:
 1. Employee notifies supervisor.
 2. Student notifies the Dean of Students. A [form](#) is available to report details.
 3. Visitor on campus notifies their BHSU contact, supervisor or Director of Public Safety.

- B. The supervisor, individual, or department notified in step A above will:
 1. Gather information, if available, to include:
 - a. Whether they have been tested for COVID-19 and any results thereof,
 - b. The individual's contact information and location,
 - c. Have they contacted a physician,
 - d. Date of symptom onset,
 - e. Last contact with BHSU site and individuals within last 14 days.
 2. Informs the employee or visitor not residing on BHSU property of the designated instructions attached as applicable and that they are to leave campus immediately and not to circulate in or on BHSU properties. Inform students of the designated instructions and to select one of two options: return home immediately for quarantine period OR move to the BHSU self-isolation/quarantine housing for quarantine period (Dean of Students will coordinate).
 3. Notifies:
 - a. HR Director who will notify the Director of Public Safety.
 - b. For students, notify the Dean of Students who will notify the Director of Public Safety.
 - c. For visitors, notify Director of Public Safety.
 4. Informs employee or student that South Dakota Department of Health will be notified in conformity with applicable law.
 5. Informs ill individual to stay in contact with the supervisor or designated notification individual to ensure when the individual is cleared to resume or participate in remote or in-person job functions, in-person or remote academic, or other university functions.

6. University residential life representatives will work to coordinate appropriate isolation housing in conformity with law for individuals residing on campus.
- C. Director of Safety will notify Facilities and Services or Residence Life regarding locations for disinfection.
- D. BHSU Student Health and Counseling Center designated representative contacts South Dakota Department of Health. Information will be shared as allowed by law. If there is a positive COVID-19 test on campus, BHSU will work with public health officials to determine if additional health and safety steps are necessary. The Director of Safety will work to implement and coordinate any related emergency actions.
 - E. The COVID positive cases will be noted on the website www.BHSU.edu/covidcases. University Marketing and Communications will ensure that COVID-19 webpage is updated daily. If a public notice is noted by the S.D. Dept. of Health, the communication should come from the HR Director, Director of Public Safety, or Marketing and Communications with a campus Special Edition e-Update. The South Dakota Department of Health is responsible for contact tracing and any quarantine directives.

SAMPLE DESIGNATED INSTRUCTIONS

Individual believes he/she has been exposed to someone with presumptive or a positive COVID-19 test or is sick with symptoms:

No notification to campus. However, BHSU will share information from the CDC about good hygiene practices, what to do for isolation, and when sick:

- [What Should I Do If I've Been in Close Contact With Someone... \(PDF\)](#)
- [Prevent Getting Sick](#)
- [What to do If You Are Sick](#)
- [Quarantine and Isolation](#)

Individual tests positive for COVID-19:

- Provide NOTIFICATION COMMUNICATION below tailored for situation in accordance with protocols above.

June 2020 COVID notifications

Notification plans for specific situations:

- **COVID positive on campus (classroom, residence hall, event)**

