

COVID-19 Response Flow Chart

Central New Mexico Community College | July 9, 2020

This flow chart guide is intended to provide guidance as to how CNM should respond to and report a COVID-19 event. Guidelines presented here were created in accordance with guidance provided by the Center for Disease Control (CDC) as documented at the link below:

[Contact Tracing for COVID-19 | CDC](#)

Questions to Ask

Question 1:

What was the nature of the event, when did it happen, where did it happen, and who was involved?

- Events fall into 2 basic categories:
 - Feeling sick or demonstrating symptoms of COVID-19
 - Exposure to a confirmed or probable COVID-19 patient
- Reported by date and location as soon as possible
- Only reported as involving a student, staff member, faculty member contractor or vendor

Question 2:

Is the individual in question scheduled to report to a CNM campus for any reason within the next 14 days?

- Students coming to class on-campus
- Faculty scheduled to teach on-campus courses
- Staff reporting to work in-person
- Vendors scheduled to work on a CNM campus

Question 3:

Does the reported event match any of the following criteria?

- Someone that is positive for COVID-19 has been to CNM
- Someone tests positive for COVID-19 within 2 days of being at CNM
- Someone demonstrates symptoms of having COVID-19 while at CNM
- Someone develops symptoms of COVID-19 within 2 days of being at CNM

Question 4:

**Was there *close contact* as defined by the CDC?
ALL 3 of the following criteria must be met:**

- An individual meeting the above guidelines is within 6 feet of someone else
- For longer than 15 minutes
- Within 2 days before the onset of symptoms or a positive COVID-19 test.

Actions to Take

DO NOT share the name or personal information of the individual in question, even if asked by a person that may have been exposed.

IF THE ANSWER IS YES:

Work with the individual's supervisor or instructor to modify schedules, duties and coursework so the individual is not required to return to campus for at least 14 days.

IF THE ANSWER IS YES:

Assess the need for contact tracing based on the criteria in question 4.

IF THE ANSWER IS NO:

CNM is not responsible for contact tracing. Ask the individual to self-isolate for 14 days and get tested for COVID-19 before returning to a CNM location.

IF ALL CRITERIA ARE NOT MET:

Contact tracing is not required per CDC Guidelines. Ask the individual to self-isolate for 14 days and get tested for COVID-19 before returning to a CNM location.

IF ALL CRITERIA ARE MET:

CNM should initiate contact tracing.

INITIATING CONTACT TRACING

Contact tracing is limited to individuals that have had *close contact* with the individual in question as defined in Question 4.

- Testing is strongly recommended for all individuals that have had close contact with a probable or confirmed COVID-19 patient.
- Close contacts that show symptoms or test positive for COVID-19 should be managed as new cases using the process outlined above.
 - Close contacts that are asymptomatic or test negative for COVID-19 should still self-quarantine for at least 14 days.
 - Close contacts SHOULD NOT receive the name or personal information of the probable or confirmed COVID-19 patient.