



UNIVERSITY OF  
SOUTH DAKOTA

# COVID-19 Case Management Plan

*Last updated July 13, 2020*





## Dear Campus Community,

The University of South Dakota has been diligently developing plans to ensure a safe return to campus in August. We have truly missed the energy and joy that our students bring to our campus, and we are excited to welcome you all home soon.

However, we understand that campus is not going to look quite the same this fall. Many of the things we cherish about university life will be put on hold, and we do not know when things will fully return to normal. We do know, however, that together we can deal with this. Since 1862, the University of South Dakota community has successfully dealt with fire, floods, wars and yes, even pandemics.

In March, USD President Sheila K. Gestring convened a COVID-19 Task Force comprised of USD experts and leaders. This team has been meeting frequently to make plans for the fall 2020 semester. We have been reading, studying, talking to other university representatives, coordinating with the Vermillion City Council and Sanford Vermillion Medical Clinic, and consulting with experts in a wide variety of fields to prepare for your return. While we hope for the best, we have nonetheless made plans to deal with active COVID-19 cases on our campus and in our community.

The USD COVID-19 Case Management Plan has been developed based on recommendations from the Centers for Disease Control and Prevention and the South Dakota Department of Health. This plan remains flexible and may evolve based on emerging research and new guidance from health authorities. Active cases will be confidentially managed by the USD Case Management Team. The COVID-19 Task Force will continue to meet regularly throughout the fall and spring semesters, and is committed to acting transparently and communicating frequently with the campus community.

Our top priority remains ensuring the safety of our community while fulfilling our mission to serve our students and our state. We thank our faculty, staff and students for their continued efforts in wearing masks and physically distancing themselves in common areas. We recognize your meaningful contributions in keeping our campus community safe, and ask that you continue to protect each other as the year progresses. Now, more than ever, we need to work together.

If you have questions or feedback for the COVID-19 Task Force, you may reach out to [COVID19@usd.edu](mailto:COVID19@usd.edu). Thank you for your continued dedication to the health and safety of the university. As always, Go Yotes!

COVID-19 Task Force



# COVID-19 CASE MANAGEMENT PLAN

As faculty, staff and students return to campus, USD will continue to take actions to reduce the spread of COVID-19. Part of the mitigation strategy is a comprehensive Case Management Plan. This plan provides a strategy for cooperating with South Dakota Department of Health (DOH) contact-tracing investigations, and case management within the university population.

For the most up-to-date COVID-19 information from USD, please visit [usd.edu/covid19](https://www.usd.edu/covid19).

## SCREENING

In the interest of mitigating the risk to public health on campus and in surrounding communities to the extent possible, members of the USD community who will be returning to work, attending class, and living on the Vermillion campus during the fall semester will be asked to complete a daily health verification survey prior to coming to campus or other USD location using the screening tool **embedded in the USD Safe app**. In addition, all students living on campus will affirm their commitment to the public health of the campus community as part of their housing contracts.

## TESTING

USD's testing protocol is based on the established medical protocols provided by the Centers for Disease Control and Prevention and the South Dakota Department of Health. Testing is available at Sanford Vermillion for students, faculty, and staff who display symptoms of COVID-19 or who are identified through contact-tracing through the DOH. Due to the limited availability of tests, testing is still allocated primarily to those displaying symptoms and only if ordered by a medical provider. If ordered by a medical provider, COVID-19 tests are at present paid for by Federal CARES Act funds. If further tests are indicated (influenza, strep, etc.) charges may be submitted to your insurance company.

If students exhibit COVID-19 symptoms, they are asked to self-isolate and not to go into the clinic but to contact Student Health at 605-677-3700.

In Vermillion, testing occurs at Sanford Vermillion Medical Clinic (SVMC). Samples are taken by SVMC and couriered to Sioux Falls, with results typically returned within 24 – 96 hours. Persons Under Investigation (PUI) are expected to self-isolate until results are back.

**Students who reside in locations other than USD's home location of Vermillion (e.g. Community College for Sioux Falls) may still contact USD Student Health at (605) 677-3700 for recommendations about medical care options in various locations throughout South Dakota and its surrounding regions.**

## NOTIFICATION

Any individuals identified by Student Health as testing positive for COVID-19 will be **confidentially** reported to the DOH in accordance with applicable law. DOH will initiate contact-tracing and will notify the USD Case Management Team. We strongly encourage all students, staff and faculty who test positive to immediately reach out to the USD Case Management Team at [COVID19@usd.edu](mailto:COVID19@usd.edu) and self-notify. USD has prepared a variety of services to assist you, and we want to do so as quickly as possible. Our top priorities are keeping you safe and protecting your privacy while also protecting our campus community from the potential spread of COVID-19.

Early response is a critical component of containment and mitigating risk to the USD community. Notifying the USD Case Management Team provides an opportunity to quickly identify potential risks to the health of university community members, and it allows for swift action to contain the spread and provide additional support if necessary, all while following strict confidentiality protocols.

## Students

Students, particularly those living off campus who were not tested through USD Student Health, are likewise encouraged to self-disclose their quarantine or isolation status by emailing [COVID19@usd.edu](mailto:COVID19@usd.edu).

## Employees

As always, employees are required to notify their supervisor if they must miss work due to illness, or are asked to self-quarantine by the DOH, so that work schedules and leave can be determined. Employees should report all close contacts to DOH. Employees are asked to report known university work locations to the USD Case Management Team to assist the team in determining if there are any additional actions needed such as deep cleaning. Return to work dates will be determined by the supervisor, employee and Human Resources, based on guidance from the DOH. The USD Case Management Team will follow strict confidentiality protocols to protect those exposed to COVID-19 while reducing the spread of COVID-19 to our on- and off-campus locations.

USD's facilities management department and other units with contractors, tenants and vendors onsite will notify the USD Case Management Team at [COVID19@usd.edu](mailto:COVID19@usd.edu) if they learn that individuals within the contractor/vendor population have tested positive for COVID-19, and provide information as necessary to help identify university groups that may be affected.

## CONTACT-TRACING & CASE MANAGEMENT

In keeping with USD's commitment to the safety and well-being of all community members, USD has established a Case Management Team to provide support to DOH contact-tracing efforts, provide service and streamline the process for those seeking support from the university across multiple areas. The Case Management Team will support all community members, inform monitoring and eliminate duplication of efforts for those in isolation or quarantine while following strict confidentiality protocols.

The DOH has extensive communicable disease investigation guidelines, including a contact-tracing program that will identify the highest-risk contacts of cases in the overall community. USD is in a unique position to partner with the DOH, providing support to contact-tracing efforts through the university Case Management Team, which will act as a liaison to gather additional information or provide assistance as requested. Contact-tracing will be more complete if your phone is pre-equipped with a contact-tracing app. We ask all staff and students to download the **Care19 Diary app**, which can be downloaded in the Google Play or App Store. This app (which is completely confidential and not shared with anybody) will provide you with a reminder of where you have been over the past two weeks.

## Case Management Team

The Case Management Team maintains the university case management system and coordinates on-campus quarantine, isolation and decontamination efforts. Professionals from USD's Office of Environmental Health and Safety and USD Student Health will act as liaisons to the DOH. In addition, team members will assist with outreach to students identified as contacts, as requested by the DOH, including coordinating medical evaluation for residential students through USD Student Health.

The team consists of representatives from the following university departments:

- Environmental Health and Safety
- Student Health (Sanford Vermillion)
- Dean of Students Office
- Human Resources
- Academic Affairs
- Sanford School of Medicine

The efforts of the USD Case Management Team will be supported by departments across campus.

## Students

Students who test positive for COVID-19 should inform the USD Case Management Team at [COVID19@usd.edu](mailto:COVID19@usd.edu). This team will work with the Office of the Dean of Students to provide ongoing support for personal, social and academic needs. If a student living on campus tests positive, the student will be placed in an isolation residence room until a trained medical professional provides either the student or the Case Management Team a documented release from quarantine. Students in isolation will receive regular health check calls from Student Health and the SD DOH.



## Employees

All employees returning to campus must adhere to the university's public health procedures. Employees will be asked to complete the USD Safe self-assessment prior to coming to work each day. Employees who do not feel well should stay home to minimize potential exposure of their colleagues and community members. Employees who are presenting COVID-19 symptoms at work should leave work immediately after notifying their supervisor via phone or email. Employees directed to self-isolate or quarantine will work with the DOH to determine return-to-work dates. Faculty and staff should contact **Human Resources** ([hr@usd.edu](mailto:hr@usd.edu)) for assistance with leave benefits.

## Supervisors

Supervisors will encourage employees who do not feel well to stay home. If an employee is presenting COVID-19 symptoms at work, they will be sent home and asked to contact their medical provider for screening and additional health guidance, which may include testing and self-isolation or symptom-monitoring and self-quarantine. Supervisors should also notify the Case Management Team if employees have tested positive for COVID-19.

Supervisors should encourage faculty and staff to contact Human Resources to review leave benefits ([hr@usd.edu](mailto:hr@usd.edu)). Supervisors will work with the employee and Human Resources on a return-to-work date. Return-to-work will depend on self-isolation or quarantine timelines, which are determined by DOH.

## Contractors and Tenants

Contractors and tenants who develop symptoms or test positive for COVID-19 are required to notify their project manager or other contact within the Facilities Management Department. The department will then notify the Case Management Team, and a representative will follow-up with the DOH or local health department for case-by-case guidance.

## South Dakota Department of Health

The DOH has an extensive contact-tracing network and will initiate contact-tracing and follow-up calls with individuals who have tested positive for COVID-19 and their close contacts. DOH will communicate with all contacts identified by cases. Contacts will be referred for testing as recommended. DOH will work with employees and supervisors on return-to-work dates and release from quarantine. DOH will contact the Case Management Team for additional information should it be needed, and partner with USD Student Health to assess student exposures.

## DAILY HEALTH SELF-ASSESSMENT

As part of efforts to mitigate the spread of illness in the community, employees and students coming to campus for classes, to conduct research, to work, or for other engagement activities will be asked to complete the confidential USD Safe daily health self-assessment prior to coming to campus each day. The information you provide in the app will not be shared with any entity. The USD Safe app can be downloaded from the Apple and Google stores.

## STUDENT SUPPORT SERVICES

As part of efforts to mitigate the spread of illness in the community while maintaining our missions education, service and research, the USD COVID-19 Case Management Team has prepared the following support services for those students who test positive for COVID-19, and for those contacts required to remain in quarantine.

- Isolation rooms have been set aside for residential students who test positive.
- Arrangements have been made to provide meals to those in isolation rooms.
- Instructors will provide opportunities, to the greatest extent possible, for students in isolation to continue their education remotely.
- Arrangements will be made to remain in regular contact with isolated students, both to assess their health and to provide additional support as may be necessary.

## EMPLOYEE SUPPORT SERVICES

- Medical leave options. Employee may be eligible for Emergency Paid Sick Leave under the Families First Coronavirus Response Act (FFCRA).
- Remote working and/or teaching options will be explored and made available as possible.
- Employees who are well but who have a sick family member at home will also be supported by the Case Management Team.

# COMMUNICATION

As the USD community returns to campus, it is expected that the number of positive cases of COVID-19 will increase. New cases reported on the USD campus will be posted regularly at [usd.edu/covid19](https://www.usd.edu/covid19). Student, employee and patient confidentiality laws prohibit us from disclosing the identities of individuals. These statistics rely on information obtained by the DOH and USD Student Health. There may be instances when the university does not know about new positive cases on campus if individuals on campus do not disclose to the university or health authorities that they have tested positive for COVID-19. Thus, this information includes only positive cases that the university has been made aware of.

If students, parents, faculty, staff or community members have questions related to the university's response to COVID-19, they may reach out via email to [COVID19@usd.edu](mailto:COVID19@usd.edu) and a COVID-19 Task Force member will respond as soon as possible.

