

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

COVID -19 Exposure/Containment Plan		SOP #: GA.007.14
Effective Date	6.5.2020	
Last Revision/Review	3.2.23	

1. Purpose

To inform the College community on procedures related to COVID-19 exposure and containment in a College facility.

2. Related Policy/Authority

CDC Guidelines
OSHA Guidelines

3. Faculty/Staff Responsibilities

Student Affairs
Human Resources

4. Definitions and Abbreviations

- 1) Definitions per <https://www.cdc.gov/coronavirus/>
 - a) Quarantine: used to keep someone who might have been *exposed* to COVID-19 away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department.
 - b) Isolation: used to separate people infected with the virus (those who are *sick* with COVID-19 and those with no symptoms) from people who are not infected. People who are in isolation should stay home until it's safe for them to be around others.
- 2) Abbreviations
 - a) HR – Office of Human Resources
 - b) SA – Office of Student Affairs
 - c) NMDOH – New Mexico Department of Health
 - d) NMED – New Mexico Environmental Department

5. Procedural Steps

- 1) Exposure Containment and Response Plan
 - a) If you are a first- or second-year student who tests positive for COVID-19, please be sure to fill out an excused absence request. If you are an employee who tests positive for COVID-19, please be sure to work with your direct supervisor and record your absence in Greenshades. Currently, if you test positive, there is still a five-day isolation requirement in effect with day 0 being the first day of the onset of symptoms (if asymptomatic, day 0 is the first day you test positive). Please visit our website for more information: <https://burrell.edu/covid19/>
 - b) If you are a third-or-fourth-year student, please follow the guidelines of your local health department, the protocol of your clinical teaching sites, and submit for an excused absence.

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

6. Reports/Charts/Forms/Attachments/Cross References

7. Maintenance

As Needed during the COVID-19 Situation

8. Signature

Approved by

Department Head of Institutional Effectiveness

3.2.23

Date

9. Distribution List

Internal/External

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
1	5	Remove guidelines about contacting positive individuals while they are out on leave.		1.19.2022
3.2.23	5	Removal of the requirement to submit an incident report		3.2.23

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Revision Date	Subsection #	Summary of Changes	New/ Cancellation/ Replacement Procedure? (if applicable)	Approval Date
6.17.2020	5	Step 2 (i) – Clarification		6.17.2020
6.29.2020	5	Step 1 b (i) – isolation area is nearest room.		6.29.2020
7.8.2020	1	Clarified the plan is for Exposure/Containment in a College owned or controlled facility. Added cross reference to GA.011 and Incident Report Form.		7.8.2020
7.13.2020	5	Step 2 – changed link to CDC guidelines for condition of return		7.13.2020
8.24.2020	5	Change in return to work/school clearance		8.30.2020
10.19.2020	4 and 5	Add abbreviations and update information on who is contacted at the state level is a COVID positive case in on campus		10.27.2020
3.10.2021	5	Changed 14 day quarantine to the Office of Compliance will notify quarantine requirements per the NM DOH.		3.10.2021
3.17.2021	4	Updated close contact from 3 minutes to 15 minutes per NM DOH guideline update		3.17.2021
11.17.2021	5	Update guidelines regarding contact tracing.		11.17.2021