COVID PROTOCOL DETAILS

SUSPICIOUS CASE IN A STUDENT, FACULTY OR STAFF, OR HOST FAMILY

Used here is the definition that the Spanish Ministry of Health and Families establishes about a person suspected of being infected with Covid-19: one who presents a clinical picture of acute respiratory infection, with sudden onset of any severity and symptoms such as fever, cough, feeling short of breath, muscle aches, diarrhea, chest pain and headaches.

Students will receive a thermometer in welcome pack and must take their temperature before arriving to The Center. If fever is present they must stay at home and notify TTU Center staff.

In such cases, students with the described symptoms should stay home. They will be required to inform the TTU Sevilla staff immediately of their symptoms or if anyone in the host family is experiencing similar symptoms.

A doctor’s appointment will be scheduled or immediate transportation to the hospital will be arranged if experiencing severe symptoms such as difficulty breathing.

Host Families experiencing symptoms are responsible for their own medical care and must be in communication with the the Center staff.

If there is a suspected case in a student, the host family will be contacted and notified to enact quarantine protocol

- **Host Family Quarantine Protocol** in a suspicious or confirmed case of a student is to be maintained for 10 days, negative test result, or other specific protocol dictated by health care provider:
  - Student will remain in room with door closed except for use of bathroom or necessary medical visits.
  - Student will wear mask at all times when not in room.
  - Meals will be brought to the student’s room to be eaten there.
  - Host family will wear a mask when bringing food or disinfecting bathroom and area between student’s room and bathroom.
  - All windows (and doors if living alone) should be opened to increase air circulation in the area.
  - Turn off and stop using central air conditioning and heating.
  - Laundry:
    - Wear disposable gloves when handling dirty laundry from a person who is sick.
    - Dirty laundry from a person who is sick can be washed with other people’s items if washed over 60º.
    - Do not shake dirty laundry.
    - Launder items with the warmest appropriate water setting and dry items completely.
    - Clean and disinfect clothes hampers.
    - Remove gloves, and wash hands right away.
  - In the case of a positive COVID test and once the situation is resolved, the Center will send a cleaning crew to properly disinfect the student’s room.
In the event that the person concerned is a worker at the Center, he/she will contact the Resident Director, leaving the Center immediately or staying at home. The person concerned must remain isolated at home until the results of diagnostic tests are available.

In the event that the person concerned is a Host Family member, TTU staff will discuss possibility of self-isolation of the student at the Host Family home or an alternative accommodation, depending on availability, preference of involved parties, and details regarding the specific situation. Food will be provided.

- If the student chooses an alternative accommodation, once the Host Family has confirmed a negative test result, the student will be able to return.

CONFIRMED CASE IN A STUDENT, FACULTY OR STAFF, OR HOST FAMILY

In the moment a CONFIRMED case is detected, activities to identify close contacts will begin. The period to be considered will be from 2 days before the onset of symptoms of the confirmed case until the moment in which the case is isolated.

- CLOSE CONTACT OF A CONFIRMED CASE
  - Any person who has provided care to a case: TTU Faculty or staff who have not used the appropriate protection measures, Host Family members or people who have other similar types of physical contact.
  - Anyone who has been in the same place as a case, at a distance of less than 2 meters without a mask and for more than 15 minutes.

In the event that the Center has knowledge on the part of the Host Family of a confirmed case of a student or it is a confirmed case of a worker of the Center, it must carry out the following actions: The Center staff will contact local health authorities.

- A list will be drawn up of close contacts. Those considered close contacts will be asked to initiate quarantine protocol.
- When the confirmed case is a student, that student and their Host Family must initiate Host Family Quarantine Protocol (see above).
- The Host Families of the students in the same class will be contacted and told to initiate Host Family Quarantine Protocol. From there they must start a quarantine period of 10 days unless alternative order is given by a health care professional.
- If the confirmed case is a faculty or staff member, they will remain at their home without going to the Center. After the evaluation by health care provider, close contacts will be established and must follow quarantine protocol.
- If the confirmed case is a Host Family member, TTU staff will discuss possibility of self-isolation of the student at the Host Family home or an alternative accommodation, depending on availability, preference of involved parties, and details regarding the specific situation. Food will be provided.
  - Once the Host Family has received medical clearance, the student will be able to return.
Once a case has been confirmed (regardless of whether it is a student or a worker at the Center), all rooms in which the case might have been at The Center will be thoroughly cleaned, disinfected and ventilated, including all surfaces that have been susceptible to contact. Temporary closure may be warranted.

Once the close contacts have been studied and quarantine measures have been established, teaching activities will continue as normal, taking precautionary measures and carrying out passive surveillance.

Students, faculty and staff at the Center with health conditions that make them vulnerable should inform the Resident Director of their condition and avoid attending to suspected cases and take the recommended preventive measures.

SUBSEQUENT ACTIONS

Regarding the classrooms where a case has been confirmed, as well as where appropriate, the premises where the case may have been, cleaning and disinfection will be carried out, as well as adequate ventilation.

- The areas used by the confirmed case will be closed.
- Windows will be opened to increase air circulation in the areas.
- Cleaning and disinfection of all areas and closed spaces such as classrooms, offices and common areas, will be carried out. Special emphasis will be placed on surfaces susceptible to contact.
- Routine cleaning and disinfection will continue.

Adequate communication will be maintained with Host Families and the rest of the TTU Sevilla community, to avoid erroneous information or speculation.

OUTBREAK MANAGEMENT

An outbreak will be considered as any group of 2 or more confirmed cases at the Center.

The scenarios for the appearance of COVID 19 cases at the Center can be highly variable. The cases that appear can be identified in a single stable cohort, without transmission occurring across said cohort. An outbreak can also be detected in which transmission was generated within the cohort, a situation that can occur in other cohorts without any relationship between the two. Finally, there may be outbreaks with transmission between different cohorts throughout the Center itself.

In this document these 3 possible scenarios are considered:

1. Controlled outbreaks or sporadic cases: the transmission chains are well defined.

This situation can occur in a single cohort or, simultaneously, in several cohorts independent of each other. Specific control actions will be indicated for each one of them through the implementation of the usual control measures: isolation of cases and identification and quarantine of the close contacts of each cohort.

2. Complex outbreaks or sporadic community transmission: the transmission chains cannot be easily identified or several branches appear, with more than one generation of cases.
This situation responds to the detection of cases in various cohorts with a certain degree of transmission between them regardless of the way the virus was introduced in the Center. In this case, the relationship between the cases will be studied and the adoption of additional measures such as the expansion of the group / s that must keep quarantine, and closure of classes will be assessed.

3. Uncontrolled community transmission, considered as an uncontrolled transmission in the Center with a high number of cases.

With the aid of public health services, Study Abroad Lubbock and the Center staff will carry out a risk assessment to consider the need to scale the measures, ultimately assessing the temporary closure of the Center.

The implementation of the measures to control these outbreaks will be carried out in proportion to the level of risk defined by the type of outbreak defined above.

During quarantine and/or temporary closure, on-line instruction will be provided.