



**LUSD A Pandemic disease Safety Plan:  
Case Response Form**

**Note: These practices are current as of the revision date. Since the a PANDEMIC DISEASE can evolve rapidly, extra diligence should be used in watching for updates to these practices.**

**Instructions:**

The purpose of this form is to provide direction and documentation regarding the response actions to take to help mitigate potential risk of A PANDEMIC DISEASE transmission upon learning of a known or suspected A PANDEMIC DISEASE case potentially impacting facilities, employees, or other stakeholders. Supervisors are responsible for completing the "Incident Information" and "Immediate Response" section of this form and working with the A PANDEMIC DISEASE Safety Coordinator who is responsible for completing the additional sections of this form.

**Key Definitions:**

- **Known or suspected case.** For purposes of this plan, a known or suspected case is someone who has A PANDEMIC DISEASE symptoms or who has tested positive for a A PANDEMIC DISEASE, unless otherwise determined by a medical professional. A negative test does not necessarily mean that a person does not have A PANDEMIC DISEASE. A person may present a doctor's note or self-report directly to their immediate Supervisor.
- **Exposure.** An exposure is generally considered to occur when someone is within six feet of a known or suspected case for  $\geq 15$  minutes, starting 48 hours prior to when the case first had symptoms or took a positive test (whichever is earlier) **without the benefit of proper personal protective equipment**. Exposure may also occur within a shorter duration depending on the nature of interaction (e.g., being coughed/sneezed upon, physical contact, long periods in a small space). Cloth face coverings (a.k.a., "masks") are not considered to be thought to limit viral transmission but not absolutely prevent exposure within six feet, however respirators (e.g., N95) may be. CDC guidance on evaluating exposure can be found at: <https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html> and <https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/appendix.html#contact>.

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**Supervisors:** Complete the Incident Information section below and use the form in Attachment A to record any additional information or detail.

Incident Information			
Area/Operation:			
Supervisor:		Report Date:	
Subject Person:		Employee? <input type="checkbox"/> Visitor? <input type="checkbox"/>	
Phone/Email:			
Is the person reporting exposure to a case?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If "yes", list date of exposure:	
Is the person reporting symptoms or a positive test?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, list symptom onset date or date test collected (whichever is earlier):	

<b>Date the person was last in the subject area:</b> (If >14 days ago, no further action is required).	
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**Supervisors:** Complete the Immediate Response section below and use the form in Attachment A to record any additional information or detail.

Immediate Response	Done
Note: Immediate response actions are interim until a more detailed assessment is performed. If uncertainties arise, actions should err on the side of being more protective of people's health.	
1. <b>Notify.</b> Inform the A PANDEMIC DISEASE Safety Coordinator of the incident. Do not share the identity of the person involved with any other parties except Human Resources.	<input type="checkbox"/>
2. <b>Address the subject person.</b> Have the subject person go home or stay home. Tell them to follow guidance from the CDC on what to do ( <a href="https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine-isolation.html">https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine-isolation.html</a> ). If they are an employee, tell them that they will be contacted by <b>Human Resources</b> with further information. If the case is reported while they are still in the area, isolate them from others until they leave. Be aware that the case may need assistance in arranging transport home or to a healthcare provider.	<input type="checkbox"/>
3. <b>Address potentially exposed people.</b> a. If the subject person is just reporting an exposure, then no action is needed. b. If the subject person is a known or suspected case, send home people with potential exposure to the person. Tell them to follow guidance from the CDC on what to do ( <a href="https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine-isolation.html">https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine-isolation.html</a> ). If they are an employee, tell them that they will be contacted by <b>Human Resources</b> with further information. Record the names of persons sent home in Attachment B.	<input type="checkbox"/>
4. <b>Address areas with prolonged exposure (closure).</b> a. If the subject person is just reporting an exposure, then no action is needed. b. If the subject person has not been in the area for >7 days, then no action is needed. c. If the subject person is a known or suspected case and they have been in the area within the last 7 days, then shut-down areas where they spent a prolonged period (e.g., ≥15 minutes) or had substantial interactions with the area. The time period in question begins starting from two days before the case first showed symptoms, or two days from date a positive test was collected, whichever is earlier. If it has been less than 24 hours since they were in an indoor area, then open exterior doors/windows to and stay out until at least 24 hours have passed. Inventory the closed areas using the cleaning/disinfection log in Attachment C.	<input type="checkbox"/>
5. <b>Address areas without prolonged exposure (cleaning).</b> a. If the subject person is just reporting an exposure, then no action is needed. b. If the subject person has not been in the area for >7 days, then no action is needed. c. If the subject person is a known or suspected case and they have been in the area within the last 7 days, ensure frequently contacted surfaces throughout remaining open areas are cleaned/disinfected as soon as possible, along with any additional surfaces the case is believed to have touched outside of closed areas. Inventory the surfaces cleaned using the cleaning/disinfection log in Attachment C.	<input type="checkbox"/>
6. <b>Additional assessment.</b> Work with the A PANDEMIC DISEASE Safety Coordinator to complete a more detailed assessment of the incident.	<input type="checkbox"/>

**A PANDEMIC DISEASE Safety Coordinator:** Complete the incident assessment section below corresponding to the type of incident and use Attachment A to record any additional information or detail.

Incident Assessment: Exposed Person		Done
1.	Review the "Incident Information" and "Immediate Response" sections of this form and confirm that have been properly addressed.	<input type="checkbox"/>
2.	Confirm that <b>Human Resources</b> has followed up with the subject person if an employee.	<input type="checkbox"/>
3.	Inspect the work area/operation to ensure that proper A PANDEMIC DISEASE safe practices are being followed using the A PANDEMIC DISEASE Safety Plan "Inspection Form".	<input type="checkbox"/>
4.	Evaluate the level of concern among employees regarding the incident and consider further communications as appropriate (e.g., update letters, town hall call).	<input type="checkbox"/>
5.	Follow-up with subject person to see if they develop symptoms or a positive test. If so, initiate a new case response form. If not, they can return 14 days after their last exposure. Document return using the form in Attachment B.	<input type="checkbox"/>
6.	Update general notes in Attachment A as appropriate, attach additional documents, sign below, and retain this form and attachments for recordkeeping purposes.	<input type="checkbox"/>

Incident Assessment: Known/Suspected Case (>7 days since in the area)		Done
1.	Review the "Incident Information" section of this form and confirm accuracy.	<input type="checkbox"/>
2.	Confirm that <b>Human Resources</b> has followed up with the subject person if an employee.	<input type="checkbox"/>
3.	Contact the <b>local county health department</b> to report the incident and response plan. Modify the response plan based on direction from the county.	<input type="checkbox"/>
4.	Review "Immediate Response" item #3 (exposed persons) and conduct an assessment (in-house or by third party consultant) to ensure proper identification of potentially exposed people. Update the list in Attachment B.	<input type="checkbox"/>
5.	Take further actions as needed regarding potentially exposed people. This may involve sending more employees home or telling some they can come back, as well as communicating exposure to non-employees as appropriate (e.g., direct notification, contacting employers, postings).	<input type="checkbox"/>
6.	Confirm that <b>Human Resources</b> has followed up with potentially exposed employees.	<input type="checkbox"/>
7.	Inspect the work area/operation to ensure that proper A PANDEMIC DISEASE safe practices are being followed using the A PANDEMIC DISEASE Safety Plan "Inspection Form".	<input type="checkbox"/>
8.	Evaluate the level of concern among employees regarding the incident and consider further communications as appropriate (e.g., update letters, town hall call).	<input type="checkbox"/>
9.	Follow-up with the subject person to determine when they can return according to CDC guidance ( <a href="https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html">https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html</a> ). In general, known or suspect cases with a positive test but no symptoms can return after at least 10 days have passed since their first positive test. In general, known or suspect cases with symptoms can return after all of the following are met: a) at least 10 days since symptom onset, b) at least 3 days without fever, and c) improvement of respiratory symptoms. Test-based strategies may also be used, and some exceptions may apply depending on circumstances (see guidance). Additional guidance may be given by medical professionals. Document their return using the form in Attachment B.	<input type="checkbox"/>
10.	Follow-up with employees sent home due to potential exposure to see if they develop symptoms or a positive test. If so, initiate a new case response form. If not, they can return 14 days after their last exposure. Document return using the form in Attachment B.	<input type="checkbox"/>

11.	Update general notes in Attachment A as appropriate, attach additional documents, sign below, and retain this form and attachments for recordkeeping purposes.	<input type="checkbox"/>
<b>Incident Assessment: Known/Suspected Case (≤7 days since in the area)</b>		
1.	Review the "Incident Information" section of this form and confirm accuracy.	<input type="checkbox"/>
2.	Confirm that <b>Human Resources</b> has followed up with the subject person if an employee.	<input type="checkbox"/>
3.	Contact the <b>local county health department</b> to report the incident and response plan. Modify the response plan based on direction from the county.	<input type="checkbox"/>
4.	Review "Immediate Response" item #3 (exposed persons) and conduct an assessment (in-house or by third party consultant) to ensure proper identification of potentially exposed people. Update the list in Attachment B.	<input type="checkbox"/>
5.	Take further actions as needed regarding potentially exposed people. This may involve sending more employees home or telling some they can come back, as well as communicating exposure to non-employees as appropriate (e.g., direct notification, contacting employers, postings).	<input type="checkbox"/>
6.	Confirm that <b>Human Resources</b> has followed up with potentially exposed employees.	<input type="checkbox"/>
7.	Review "Immediate Response" item #4 (impacted areas) and conduct an assessment (in-house or by third party consultant) to ensure proper identification of areas for closure. Adjust areas and update Attachment C as appropriate.	<input type="checkbox"/>
8.	Review "Immediate Response" item #5 (non-closed areas) and conduct an assessment (in-house or by third party consultant) to ensure that the appropriate surfaces have been cleaned/disinfected. Ensure immediate cleaning/disinfection of additional surfaces and update Attachment C as appropriate.	<input type="checkbox"/>
9.	Develop a cleaning/disinfection scope for impacted/closed areas using Attachment C and arrange for the cleaning/disinfection by appropriate in-house or outside resources.	<input type="checkbox"/>
10.	Monitor cleaning/disinfection (in-house or by third party consultant) to document that the proper scope is completed following proper methods (e.g., registered products, application method, contact time).	<input type="checkbox"/>
11.	Inspect the work area/operation to ensure that proper A PANDEMIC DISEASE safe practices are being followed using the A PANDEMIC DISEASE Safety Plan "Inspection Form".	<input type="checkbox"/>
12.	Evaluate the level of concern among employees regarding the incident and consider further communications as appropriate (e.g., update letters, town hall call).	<input type="checkbox"/>
13.	Follow-up with the subject person to determine when they can return according to CDC guidance ( <a href="https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html">https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html</a> ). In general, known or suspect cases with a positive test but no symptoms can return after at least 10 days have passed since their first positive test. In general, known or suspect cases with symptoms can return after all of the following are met: a) at least 10 days since symptom onset, b) at least 3 days without fever, and c) improvement of respiratory symptoms. Test-based strategies may also be used, and some exceptions may apply depending on circumstances (see guidance). Additional guidance may be given by medical professionals. Document their return using the form in Attachment B.	<input type="checkbox"/>
14.	Follow-up with employees sent home due to potential exposure to see if they develop symptoms or a positive test. If so, initiate a new case response form. If not, they can return 14 days after their last exposure. Document return using the form in Attachment B.	<input type="checkbox"/>
15.	Update general notes in Attachment A as appropriate, attach additional documents, sign below, and retain this form and attachments for recordkeeping purposes.	<input type="checkbox"/>

**A PANDEMIC DISEASE Safety Coordinator:** Sign below to confirm completion of the protocol in this form.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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