

Procedure Regarding COVID-19 Exposures on Campus

Mary Ann Nissen has been designated to be the lead contact tracer for Cooper Union. She is registered with NYC Test and Trace as the primary contact for the Cooper Union. She will be contacted by public health officials when NYC Test and Trace is notified that a person with a positive COVID-19 test was on campus within 14 days of testing positive for COVID-19.

NYC Test and Trace has the primary responsibility for contact tracing any positive cases in New York City.

As an additional precaution, the College has established a team of eleven internal contact tracers to work with Mary Ann. All contact tracers have completed the Johns Hopkins Contact Tracing training program. The contact tracer's role is to provide additional communication when there are positive or potential positive cases on campus. Their role is limited to campus contact tracing.

What should I do if I have tested positive for COVID-19?

- A student, faculty or staff member who has been on campus and receives a positive COVID-19 test should immediately notify Mary Ann Nissen at maryann.nissen@cooper.edu to ensure that the campus is alerted.
- You may also contact a Manager within your School or Department after communicating with Mary Ann Nissen.
- Mary Ann or her designee will guide you on COVID-19 protocols to follow.
- You will be in isolation until released by NYC Test and Trace.

What happens next?

- As soon as Mary Ann is notified of the positive test case she will communicate with the Manager/Dean/Department Leader, Facilities and Security and the internal contact tracer assigned to the area.
- Mary Ann or her designee will be responsible for communicating with the student, faculty or staff member on procedures they should follow during their isolation. NYC Test and Trace will be providing directions as well.
- Mary Ann and/or her designee will be responsible for collecting the names of possible exposed individuals on campus in addition to any names that may have been provided by NYC Test and Trace.
- Once Mary Ann gathers the information on potentially exposed individuals, she will reach out to those individuals and provide them with procedures they should follow.
 - All exposed individuals who exceeded ten minutes of interaction with the positive case will be told to quarantine and will be given directions regarding testing during their quarantine period.
- Mary Ann will work in partnership with the School/Department Contact Tracer and the Manager/Dean to be sure that all potentially exposed student, faculty or staff members are identified and communicated with.

- The Manager/Dean will provide operational direction to students, faculty and staff members who have or wish to be on campus regarding any restrictions being imposed for safety purposes. **(see addendum for operational directors for School of Art and School of Engineering)**
- The space(s) that the positively tested individual was in will be closed.
- Facilities will be responsible to immediately provide a COVID-19 clean which includes misting, wiping down of all surfaces including door knobs and removing any trash.
- The space should remain closed until it is deemed cleared which may last for up to 72 hours after the clean.
- Mary Ann Nissen will work with the Manager, Dean, Department Leader to be sure that daily instructions regarding space is communicated to impacted students, faculty and staff.
- Mary Ann Nissen and/or her designee will provide direction to person(s) in isolation and quarantine.

What if I discovered I was potentially exposed? What do I do?

- Any student, faculty, staff or student who may have been exposed because they were with an individual who received a positive test for COVID-19 should quarantine immediately and report their potential exposure to Mary Ann Nissen at maryann.nissen@cooper.edu.
- The College will treat a potential exposure similarly to a positive case until the exposed individual quarantines for five days and then takes a PCR test and receives a negative result.

Who will be supporting Mary Ann Nissen?

- Contact Tracers
 - Nori Perez – School of Engineering
 - Doug Thornhill – School of Engineering
 - Emmy Mikelson – School of Art
 - Robyn Fitzsimmons – School of Architecture
 - Cynthia Hartling – HSS
 - Thomas Tresselt – Campus Safety and Security
 - Grace Kendall – Student Affairs/Residence Hall
 - Hala Alkasm – Admissions/International Students
 - Robert Reinckens – IT
 - Brian Cusack - IT
- Deans, Department Managers, Managers
- Facilities
 - Natalie Brooks
 - Torey Boyd
 - Miguel Acevedo
- Security & Safety
 - Tom Tresselt
 - Ruben Savizky

ADDENDUM

**OPERATIONAL INSTRUCTIONS FOR TECHNICIANS
SCHOOL OF ART
SCHOOL OF ENGINEERING**

Please follow all directions and add these for your labs, shops and makerspaces.

SCHOOL OF ART

- ***If you are a technician on duty and a lab needs to be closed in response to a potential COVID-19 exposure, please do the following:***
 - ***Inform any individuals presently in the lab that you need to close the space due to a potential COVID-19 exposure.***
 - ***Email your manager that you have closed the lab(s) and that you are leaving campus.***
 - ***The manager will report to Mary Ann the individuals that were presently scheduled in the lab and will notify individuals with upcoming reservations that the lab will be closed. Announcements for the closure and re-opening of the lab(s) will be sent through the Dean's office.***
 - ***In a lab that needs post-exposure cleaning, technicians must identify sensitive equipment that may be adversely affected by the cleaning procedure. They must notify their manager of any procedures in place to carry out sanitizing of such equipment.***
 - ***If the closure of the lab(s) affects any staff shifts, those staff members will stay remote until notified.***

- ***Head Technicians***

If you are a head technician and you have been notified by your manager or Mary Ann that a technician in your area must quarantine, please do the following:

 - ***Remove the individual from the current or upcoming week's schedule.***
 - ***Arrange another staff member to cover the shifts.***
 - ***If someone cannot cover a shift, cancel the open lab hours for those shifts and notify your manager the lab needs to be closed.***

SCHOOL OF ENGINEERING

If you are a technician on duty and a lab needs to be closed in response to a potential COVID-19 exposure, please do the following:

- ***Inform any individuals presently in the lab that you need to close the space due to a potential COVID-19 exposure.***
- ***Email your manager that you have closed the lab(s) and that you are leaving campus.***
- ***The manager will report to Mary Ann the individuals that were presently scheduled in the lab and will notify individuals with upcoming reservations that the lab will be closed. Announcements for the closure and re-opening of the lab(s) will be sent through the Dean's office.***
- ***In a lab that needs post-exposure cleaning, technicians must identify sensitive equipment that may be adversely affected by the cleaning procedure. They must notify their manager of any procedures in place to carry out sanitizing of such equipment.***
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