



Process/Procedure: Contact Tracing	Unit/Department: Student Health
Origination Date: _____	Originator: _____
Issue Date: _____	Revised Date(s): _____

Contact Tracing Guidelines

This Standard Operating Procedure implements the University's Contact Tracing Program pursuant to the University's Memorandum of Understanding with the Pitt County Health Department and the Contact Tracing and Sharing of Information as a Control Measure Regulation.

Staffing:

The Contact Tracing Program is led by the Chancellor's Designee, which is currently the Director of Student Health. Designee is responsible for overseeing the University's Contact Tracing efforts. The Designee has appointed a COVID-19 Contact Tracing Coordinator ("Coordinator") to:

- a. *Coordinate* individuals performing Contact Tracing on the University's behalf ("Contact Tracing Program").
- b. *Schedule* individuals performing Contact Tracing on the University's behalf
- c. *Direct and manage* individuals performing Contact Tracing on the University's behalf

The Coordinator is responsible for working with Designee to ensure compliance with all aspects of the Contact Tracing and Sharing of Information as a Control Measure Regulation. Specifically, Coordinator, among other things, will:

- a. Manage the enrollment of participants in the Contact Tracing Program, including development and execution of a participant agreement assuring diligence and confidentiality on behalf of the participants;
- b. Coordinate and schedule participants to ensure adequate staffing levels of the Contact Tracing Program at all times;
- c. Document the training received by all Contact Training Program participants;
- d. Maintain documentation sufficient to hold participants accountable as specified in the Regulation;
- e. Provide support, direction, and management of participants;
- f. Ensure all elements of the Contact Tracing Program and all participants comply with University Policies, Rules, and Regulations;
- g. Coordinate review of data provided by the Pitt County Health Department for identification of COVID-positive individuals who are University students or employees;
- h. Perform quality assurance and audits as necessary to ensure competence, integrity and confidence in the Contact Training Program.
- i. Inform Designee of any known non-compliance with Pitt County Health Department control measures, including violation of isolation or quarantine orders.



- j. Inform Designee of the capacity of the Contact Tracing Program to investigate cases.

The individuals working within the Contact Tracing Program may be:

- a. University employees (Employees must be assigned to the program by their supervisor at the direction of the appropriate Vice Chancellor or Athletic Director, through a process facilitated by the Chancellor's Chief of Staff).
- b. Students working for course credit or as part of a curriculum
- c. Volunteers.

Training:

All participants in the Contact Tracing Program must satisfactorily complete HIPAA training provided through the University's Office of Institutional Integrity. Additionally, all participants in the Contact Tracing Program must satisfactorily complete one of the following training programs that has been approved by the Pitt County Health Department:

- a. Eastern AHEC
- b. Johns' Hopkins' Training Program
- c. ECU Social Work classes

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