



LEHMAN COLLEGE
DIVISION OF

Student Affairs

Student Contact Tracing Guidance

Identification:

If you are feeling sick, please remain home and do not come to campus. Once an individual has tested positive for COVID-19 under the SafeCircle (Cleared4) Testing Program or if a staff or faculty member is notified of a positive test from outside the program, Contact Tracing will be initiated.

- **If a faculty member tests positive**, immediately:
 - Alert the chair of your department.
 - Alert Eric Washington eric.washington@lehman.cuny.edu or Natalie Zambrana natalie.zambrana@lehman.cuny.edu in Human Resources and send them your positive result to initiate contact tracing.
 - Email the Student Health Center at med.requirements@lehman.cuny.edu to inform them of the date you were last on campus and your positive test result to initiate contact tracing for your students.
- **If a student alerts a faculty member that they are COVID Positive:**
 - Faculty member must immediately report the positive result to the Student Health Center at med.requirements@lehman.cuny.edu and await further instructions.
- **Students should directly report positive COVID-19 results to the Health Center at med.requirements@lehman.cuny.edu** as soon as possible after a positive test result.

Faculty members are encouraged to include the following message in their syllabus:

If you are not feeling well, please stay home. If you have tested positive for COVID-19, please contact the Health Center at med.requirements@lehman.cuny.edu as soon as possible after your positive test result to initiate contact tracing and to get connected to support services.

Contact and Triage:

- Individuals will be contacted within 24 hours of notification and triaged for support.
 - New York State Contact Tracing Program is contacted to report the positive case (done by CUNY Central).
- If a student accessed campus when they tested positive, Student Affairs notifies the following departments:
 - Registrar's office to provide class rosters and instructor contact information (if needed).
 - Buildings and grounds to provide sanitizing, if necessary, of the area(s) accessed.



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- Public Safety and IT if campus restrictions need to be implemented.
- Triage for support:
 - Assess positive individual's health status and whether they are under a physician's care. Provide referral resources, if needed.
 - Faculty and students referred to Student Disability Services for potential medical accommodation and assistance, especially in case the student is hospitalized, still symptomatic or develops long term COVID symptoms.

Tracing:

- Student Affairs will determine when student was last on campus, where and with whom.
- Student Affairs will trace close contacts* within campus community to potentially include classes, administrative units, services, or programs attended.
- Student Affairs will notify faculty, staff and students via email using CUNY template which provides all information regarding exposure, need to be COVID tested, where to send test results and that access to campus will be blocked until receipt of negative PCR test results.
- Student affairs will provide public safety and IT with a list of exposed individuals to remove access to campus as necessary.
- Student affairs will contact HR with names of exposed employees for follow up if needed.

Quarantine Guidelines:

- **Everyone, regardless of vaccination status, should do the following if they test positive for COVID-19:**
 - Stay home for 5 days (quarantine)
 - If you have no symptoms, or your symptoms are resolving after 5 days, you may return to campus with a negative PCR test or medical clearance documentation.
 - Submit negative PCR test or medical clearance following isolation to the Health Center at med.requirements@lehman.cuny.edu to regain access to campus.
 - Continue to wear a mask on campus as per the CUNY mask mandate guidelines.
- **If you are exposed to someone who tested positive for COVID-19 and:**
 - ***You are unvaccinated or you are not boosted:***
 - Stay home for 5 days and get a PCR test on day 6 or medical clearance (quarantine).
 - Send negative PCR test or medical clearance documents to the Health Center at med.requirements@lehman.cuny.edu to regain access to campus.



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- Continue to wear your mask on campus as per the CUNY mask mandate guidelines.
- ***You are fully vaccinated with Pfizer or Moderna in the last 6 months or you are fully vaccinated with Johnson and Johnson in the last two months, or you are boosted:***
 - You may come to campus.
 - Continue to wear a mask on campus as per the CUNY mask mandate and get a test on day 5. Send test results to med.requirements@lehman.cuny.edu
 - If symptoms develop, get tested and follow protocol for isolation.

All students, staff and faculty members can visit any CUNY testing site to get their COVID-19 test. More information on testing sites can be found here: <https://www.cuny.edu/coronavirus/cuny-covid-19-testing-site-locations/>

* Close contact is defined as being within 6 feet for at least 10 minutes over a 24-hour period.