What happens if an Elings Hall researcher receives a positive COVID-19 test result?

**Individual**
- Immediately alert supervisor and cnsi-building@ucsb.edu. Students contact SHS.
- Provide county public health and/or UCSB personnel with data needed for contact tracing.
- Follow doctor’s instructions regarding treatment. Do not return to work until cleared to do so.

**Supervisor/Faculty Advisor**
- Immediately alert your group, appropriate facility staff and CNSI Executive Committee (ExCom) of positive result, maintaining confidentiality as much as possible.
- Ensure county public health and/or UCSB COVID response team has contacted the individual above.
- Place all lab/equipment on standby, cancel lab access and close lab until cleared by CNSI ExCom and UCSB COVID response team. Work with Building Manager to post signage alerting users of closure and exposure investigation.

**CNSI ExCom**
- Alert UCSB COVID response team as soon as possible. They will coordinate campus response with Santa Barbara County Public Health.
- Work with EH&S to develop and execute plan for disinfection and reopening of affected locations.

**Immediate Response**
- Alert building occupants/users of the COVID report and investigation as soon as possible. Provide information on options for COVID testing for concerned individuals. Provide updates as appropriate via email and on the CNSI COVID operations website.
- Gather any schedules and door records associated with the affected individual and provide these to UCSB COVID response team.

**Continuing Response**
- Review all activities of individuals, supervisors, and building staff. Update SOPs and training protocols as needed.
- Report schedule for reopening to PI or manager of affected laboratories, who will coordinate scheduling with users. Reopening will only occur with the approval of the CNSI ExCom and UCSB COVID response team.

For more information, please visit: [https://www.cnsi.ucsb.edu/covid](https://www.cnsi.ucsb.edu/covid)
Executive Committee email: cnsi-building@ucsb.edu
Revised 6/25/20
Specifics

- **Supervisor or Other Administrator** gathers:
  - Information regarding person who tested positive for COVID-19:
    - Name
    - E-mail Address
    - Phone Number
    - Home Address
    - Resides in campus housing? (Yes or No)
    - Date Symptoms Started
    - Date of Testing
    - Date Test Results Received
  - Location(s) the person accessed and the associated date(s) and duration(s) before the positive testing
  - Person(s) with whom s/he came into contact (related to Elings Hall) during that time
  - List of who has been notified by individual and supervisor or administrator

- **Building Manager** pulls access card activity data for:
  - Person who tested positive
  - Impacted areas
  - Entire Building (if available)

- **Building Liaison** to Campus COVID Team (CCT) gathers and submits:
  - All information above
  - Notification dates and times
  - Documentation of significant actions (meetings, planned facility shutdowns, etc.)
  - Contact information for all individuals who may have been impacted from Building Attestation Forms

- **Building Committee Representative** communicates relevant details/uploads to faculty, staff, SEF managers, and building occupants/users
  - Above recipients forward details to group members, SEF users, External users

<table>
<thead>
<tr>
<th>Role</th>
<th>Primary</th>
<th>Backup(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Manager</td>
<td>Bob Hanson</td>
<td>Holly Woo</td>
</tr>
<tr>
<td>Building Liaison to CCT</td>
<td>Holly Woo</td>
<td>Tal Margalith</td>
</tr>
<tr>
<td>Building Committee Rep</td>
<td>Stephen Wilson</td>
<td>Craig Hawker</td>
</tr>
<tr>
<td>SEF User Notification (FBS)</td>
<td>SEF Managers</td>
<td>Tal Margalith (CNSI FBS), Amanda Strom (MRL FBS), Dan Gianola (MMF)</td>
</tr>
</tbody>
</table>

Revised 6/25/20
COVID-19 REPORTING DETAILS – ROLES/RESOURCES

Santa Barbara County Public Health Department (SBCPHD):

• Takes into consideration issues such as:
  • Whether personal protective equipment was being used,
  • Type of location,
  • Community prevalence of disease, and
  • Any other associated positive cases when they make their determinations.

• The criteria they use varies with each situation.

• SBCPH has the responsibility for contact tracing.

COVID Response Team:

• Contacts SBCPHD and provides them any information they need to make their determinations.

• UCSB follows the decisions made by SBCPH
  • If SBCPHD directs UCSB to obtain more testing:
    • Helps the faculty, staff and students obtain that testing
    • Acts on any further positive results

• Helps the Department notify the staff/students that may have been exposed

• Confidently notifies Chancellor’s Office and campus leadership as appropriate

Revised 6/25/20
Cleaning and disinfecting your building or facility if someone is sick

- **Close off areas** used by the person who is sick.
  - Companies do not necessarily need to close operations, if they can close off affected areas.
- **Open outside doors and windows** to increase air circulation in the area.
- **Wait 24 hours** before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.
  - **Vacuum the space if needed.** Use vacuum equipped with high-efficiency particular air (HEPA) filter, if available.
    - Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.
    - Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
- Once area has been appropriately disinfected, it can be opened for use.
  - **Workers without close contact** with the person who is sick can return to work immediately after disinfection.
- If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
  - Continue routine cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.