Policy for Handling COVID-19 Cases in the Benson/Nicholes Buildings

With a couple of cases of COVID-19 in the Benson/Nicholes Buildings so far, and likely more future cases, we feel it is important to make clear what we should do when someone working in our labs or offices becomes ill.

1. It remains essential that proper hygiene be practiced at all times. Unless people are alone in a room, masks must be worn in the buildings, including in the hallways, restrooms, and other common areas. Hands should be washed frequently.

2. Anyone experiencing symptoms of COVID-19 (fever, shortness of breath, and/or a new persistent cough) should not come to work (or should immediately leave) and should contact medical professionals about getting tested as soon as possible. The BYU Health Center performs tests, accepts most insurance, and is relatively inexpensive.

3. Anyone experiencing symptoms of COVID-19 should immediately inform their supervisor (office supervisor or faculty member) and should inform the supervisor of test results as soon as they are available. To facilitate contact tracing, please fill out the attached form and return it to David Dearden at dvd@chem.byu.edu. Names will be kept confidential unless permission is granted for sharing, but other information will be shared as necessary for contact tracing.

4. Labs/offices can remain open while waiting for test results as long as no one else experiences symptoms, but again masks and frequent hand washing are essential. If there is any evidence of spread, the lab/office should close and item 6 below should be followed.

5. All test results should be reported to the department chair (David Dearden, dvd@chem.byu.edu).

6. In the case of a positive COVID-19 diagnosis:
   - The custodial staff and anyone likely to have been exposed should be informed of the last date that the COVID-19-positive person was in the area.
   - The infected person should quarantine for at least 14 days from the onset of symptoms unless a medical professional advises otherwise.
   - All lab/office mates and anyone else that had prolonged interaction with the infected individual should be tested for COVID-19.
   - The lab/office of the infected person is closed and lab/office mates should quarantine until negative test results are received or 14 days have passed since interaction with the infected person.
   - Lab/office mates may return to work after testing negative, or after 14 days have elapsed since interaction with the infected person.
   - After thorough cleaning, the lab/office can reopen for people who have tested negative or passed the 14 day period.
Form for Reporting COVID-19 Cases in the Benson/Nicholes Buildings
(to be filled out by the infected person if possible)
Return to David Dearden (dvd@chem.byu.edu)

Name of infected person: ____________________________________________

Do we have permission to share your name? ☐ Yes ☐ No

If “Yes”, please sign: _______________________________________________

Lab/office room numbers: ___________________________________________

Date symptoms first appeared: _______________________________________

Date of COVID-19 test: _____________________________________________

Result of COVID-19 test and date of result: ____________________________

Date of last visit to the Benson Building: _____________________________

Please list all areas you visited in the Benson/Nicholes Buildings in the 3 days prior to appearance of symptoms (please give room numbers if possible):

Labs?
Classrooms?
Restrooms?
Business Office?
Central Stockroom?
CSR Office?
Department Office?
Mailroom?
Anywhere else of concern?
Any other likely places on campus?