

Phase Two Guidance
Coronavirus 2019 (COVID-19): Guidance on Reporting for Colleges and Universities

Pursuant to the Mayor’s Order 2020-067, the Office of Planning in conjunction with the Deputy Mayor for Education and DC Health, implemented a Reopening Plan review and approval process for colleges and universities in the summer of 2020. This document provides guidance on reporting requirements to DC Health for colleges and universities.

Reporting Guidelines

- DC Health appreciates the collaboration with universities that support contact tracing efforts on their campuses and ensure data are appropriately reported.
- Universities must establish a plan in the event that a staff member, student or contractor is diagnosed with COVID-19. (Such an individual is classified as a “**case**” of COVID-19 for reporting purposes).
- Each university must identify a centralized point of contact (POC) that a staff member, student or contractor can notify if they test positive for COVID-19. A back up POC must be also be identified in the event the POC cannot be reached.
- If a staff member, student or contractor develops symptoms of COVID-19 during the work day/school day, there must be a process in place for that individual to immediately isolate, notify their supervisor (if applicable), and go home.

Point of Contact (POC) Responsibilities

- The POC is responsible for gathering and reporting case information to DC Health, including:
 - Date of positive test for the case (or symptom onset date)
 - A contact number for the case
 - A cell phone or direct number is recommended to facilitate timely follow up by the DC Health Contact Trace Force. Incorrect contact information can lead to significant delays in response.
 - Local DC address of case if case is an out-of-state student
 - State of residence of the case (if case is not a DC resident)
 - NOTE: Even if the case is not a DC resident, the university still needs to report all cases to DC Health. DC Health will share information with state of residence.
 - Contact information for relevant university departments that may be involved (e.g. Athletics Director, Greek Life Director, Religious Leadership, etc.)
 - If case is a vendor or contractor, contact information for the point of contact for the vendor or contracting company (not a general number, but a specific contact) must be provided

Reporting to DC Health

Universities must report when a positive case is identified on campus to initiate case investigation by DC Health.

- **Universities must notify DC Health when:**
 - A staff member, vendor, or contractor notifies the university that they tested positive for COVID-19 (not before results come back)

OR

- A student notifies the university that they tested positive for COVID-19 (not before results come back)

AND

- The person was on campus or spent time in a University-owned building in the (2) weeks prior to the test or symptom onset date.
- Universities must notify DC Health by submitting an online form on the DC Health COVID-19 Reporting Requirements website: dchealth.dc.gov/page/covid-19-reporting-requirements.
 - Submit a **Non-Healthcare Facility COVID-19 Consult Form**.
- An investigator from DC Health will follow up within 24 hours to all appropriately submitted inquiries.

Reporting Test Results

Universities conducting testing on students, both surveillance and clinical, must report results to DC Health. Universities must report **negative and positive** test results for all COVID-19 diagnostic and serologic testing performed on campus, including point-of-care testing.

- **Submit all test results** by submitting an online form on the DC Health COVID-19 Reporting Requirements website: dchealth.dc.gov/page/covid-19-reporting-requirements.
 - Submit a [COVID-19 Reporting Form](#)
 - Negative results may be reported as a batch upload using the template on the DC Health COVID-19 Reporting Requirements website in the COVID-19 Reporting Form.
 - Positive results must be reported INDIVIDUALLY and not by batch reporting.
- An investigator from DC Health will follow up within 24 hours to all appropriately submitted inquiries.

The guidelines above will continue to be updated as the outbreak evolves. Please visit coronavirus.dc.gov regularly for the most current information.