

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

This document provides guidance on reporting requirements to DC Health for colleges and universities.

**Reporting Guidelines**

- DC Health appreciates the collaboration with universities that are able to support contact tracing efforts on their campuses and are ensuring that 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 and symptom onset date (if applicable)
  - A contact number and email 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.
  - 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.
  - Contact information for relevant university departments that may be involved (e.g., Athletics Director, Greek Life Director, Religious Leadership, etc.)
  - A line list of **all potential close contacts** identified by the university, regardless of vaccination status of close contacts
    - Information to include in line list of potential close contacts: phone number, address, vaccination status (including vaccination dates), and last date of exposure.

**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](https://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 48 hours to all appropriately submitted inquiries. Please note this time may increase if cases of COVID-19 increase in the District.

### 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](https://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 48 hours to all appropriately submitted inquiries.

The guidelines above will continue to be updated as the outbreak evolves. Please visit [coronavirus.dc.gov](https://coronavirus.dc.gov) regularly for the most current information.