



Administrative Policy	
Policy Title:	Contact Tracing
Policy Number:	3042
Date Adopted:	04/08/2021
Version:	3.0
Review Cycle:	Bi-Annually
Date Last Reviewed:	9/24/2021
Office Responsible:	Human Resources
Reviewing Committee:	Leadership Council
Related Policies:	
Related Laws:	Americans with Disabilities Act (ADA)
Related Code of Regulation:	

Policy Summary:

Jackson College campus members and visitors will be included in a contact tracing process to assist in identifying individuals who may have been in close proximity to the positive case and have an elevated risk of contracting the illness. This process will be conducted in accordance with the State of Michigan Public Health Code and federal guidelines in an effort to reduce transmission of the virus across the campus.

Policy Scope:

This policy applies to all Jackson College faculty, staff, administrators, students and visitors, during a communicable disease outbreak (<https://www.cdc.gov/outbreaks/index.html>) or active Jackson College Pandemic Alert level.

Policy Statement:

Contact tracing is a public health tool that has been used for decades to identify people who have come in contact with an ill individual in an attempt to reduce the spread of the disease. It will be used by Jackson College to:

- Interrupt ongoing COVID-19 transmission and reduce the spread of infection
- Alert contacts of the potential exposure.
- Closely monitor them for symptoms, provide testing and potentially quarantine away from the workplace
- Identify localized outbreaks, and ultimately control the spread of illness across campus.

Individual Responsibilities for Contact Tracing

All Jackson College employees returning to campus must sign and agree to protocols which aim to mitigate exposure risk including following any and all contact tracing efforts including completing the Daily Health Screening and required trainings.



Campus visitors attending events in large spaces (Dining Commons, Fieldhouse, Hangar, Bert Walker Community, Potter Center Theatres, etc.) must scan posted QR codes or sign a contact tracing form.

Confidentiality of Medical Information

Medical confidentiality and privacy will be maintained. Contacts will only be told they have been exposed to a positive case, but the identity of that case will NOT be revealed. Sensitivity to individual situations will be maintained.

Change Log

<u>Date Of Change</u>	<u>Version</u>	<u>Description of Change</u>	<u>Responsible Party</u>
04/08/2021	1.0	Initial Release	Cindy Allen
06/11/2021	2.0	Edits	Cindy Allen
09/24/2021	3.0	Edits	Cindy Allen