

## **Text Version of CSUMB Exposure Tracing & Notification Process**

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POSITIVE COVID-19 REPORT at

[https://csumb.co1.qualtrics.com/jfe/form/SV\\_aUXzIRd8BvwNGyV](https://csumb.co1.qualtrics.com/jfe/form/SV_aUXzIRd8BvwNGyV), for each positive CSUMB student & employee.

Report is emailed to the Health & Wellness Exposure Tracing Team and Risk Management.

The Health & Wellness Exposure Tracing Team forwards the POSITIVE COVID-19 REPORT to University Personnel, Corporation Human Resources, the Exposure Tracing Analyst in Housing and the Exposure Tracing Analyst in the Care Team.

University Personnel and/or Corporation Human Resources offers the employee COVID-19 Leave to the Positive Employee. The Manager is included.

The Exposure Tracing Analyst in Housing informs Housing representatives to isolate the Positive Student.

The Exposure Tracing Analyst in the Care Team offers Care Assistance to positive student & notifies faculty.

The Exposure Tracing Analysts provide Notification & Guidance to Close Contacts named by the positive case.

University Personnel and/or Corporation Human Resources also notifies employees named as close contacts, and includes their Manager.

The Exposure Tracing Analyst in Housing informs Housing representatives to Quarantine Close Contacts in Students.

The Exposure Tracing Analyst in the Care Team offers Care Assistance to student close contacts named by the positive case

Risk Management informs Facilities to perform enhanced cleaning of non-residential spaces where necessary and also informs the Incident Management Team with an assessment of Positive Case Risk Level.

The Public Information Officer publishes positive report data on the COVID-19 Information web page.

Risk Management, University Personnel and Corporation Human Resources maintains weekly logs of positive cases on and reports to the CSU Chancellor's Office.

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For details on Exposure Tracing see COVID-19 Prevention Plan,  
<https://csumb.edu/media/csumb/covid-19-information/CSUMB-COVID19-Prevention-Plan.pdf>