PROCEDURE ON HOW TO HANDLE A STUDENT/STAFF AT STRATHMORE UNIVERSITY WHO ARE CONFIRMED TO HAVE COVID 19 OR SUSPECTED TO HAVE COVID 19.

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Area of validity Strathmore University

<table>
<thead>
<tr>
<th>Version Change</th>
<th>Date of change</th>
<th>Change made</th>
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<tbody>
<tr>
<td>Version 1.0</td>
<td>September 2020</td>
<td>New Procedure</td>
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**Scope:** This procedure will apply to all students, staff and visitors to Strathmore University

**Objective:** To effectively identify and manage suspected Covid-19 Patients within Strathmore University.

**Acronyms**

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
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<tr>
<td>COVID 19</td>
<td>Corona Virus Disease 2019</td>
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<tr>
<td>DSS</td>
<td>Disease Surveillance</td>
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<td>HMIS</td>
<td>Health Management Information System</td>
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<td>HOD</td>
<td>Head of Department</td>
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<td>MOH</td>
<td>Ministry of Health</td>
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<td>PCR</td>
<td>Polymerase Chain Reaction</td>
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<td>SU</td>
<td>Strathmore University</td>
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<td>SUMC</td>
<td>Strathmore University Medical Centre</td>
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**Definitions**

**Confirmed case:** Anyone with a positive COVID 19 result on PCR testing

**Primary contact:** Anyone who has come into contact with a confirmed case of COVID 19 and has had any or all of the following:

I. Face to face encounter with a confirmed COVID-19 case.

II. For more than 15 minutes.

III. For less than 1 meter
IV. Where one or both parties is not wearing a mask.

**Suspect case:** Anyone with symptoms of COVID 19 but no PCR test has been carried out.

1. Any staff/student who is a suspected case (feeling unwell with COVID 19 symptoms) or has been exposed to a confirmed case (COVID 19 positive person) will be treated as a suspected case unless confirmed otherwise.
2. The staff/student who is off-campus and is a suspected case or is a primary contact, is encouraged to report to their HOD (Staff)/Faculty manager (students) who would then inform the necessary parties.
   i. **HOD (SUMC) for staff and students**
   ii. **People & Culture for staff**
   iii. **Dean of Students, Dean of the Faculty for students**
3. If the staff or student should fall sick on campus they should report to SUMC immediately and communicate with the persons above on phone (0701 668 193)
4. If they are seriously ill, they will be evacuated as per the SUMC procedure for handling Medical Emergencies on campus.
5. To limit further transmission, the patient will be required to self-quarantine as per the Ministry of Health directives and SUMC guidelines.
6. SUMC will reach out to all suspected/confirmed cases of COVID 19 who are staff and students for further medical-related matters.
7. PnC team will reach out to all suspected/confirmed cases of COVID 19 who are staff for staff related matters
8. Faculty Managers will reach out to all suspected/confirmed cases of COVID 19 who are students for student related matters.
9. All primary contacts will be required to go under self-quarantine for between 14 - 21 days and are required to go for testing from day 8-9 after exposure to the suspected/confirmed case.
10. The area where the suspected patient was while on campus, (class or office) will be cordoned off and the Housekeeping Team shall clean and disinfect the area as per the Ministry of Health’s prescriptions and housekeeping procedures.
11. All persons who had direct contact with the suspected staff/student will also be required to self-quarantine for 14 days.

12. SUMC will reach out to suspected/confirmed cases and their primary contacts to give the necessary medical information, and capture the required details of the incident in the SUMC HMIS.

13. The following information, among others, will be captured at SUMC HMIS:
   i. Full name and contacts of the patient.
   ii. Gender of the patient.
   iii. The incident around their exposure.
   iv. List of people that they have come into contact with since their suspected exposure.
      The list should include their full names and phone numbers for contact tracing.

14. Thereafter the SUMC will reach out to the MOH - County Disease Surveillance Office for further advice on testing, self-isolation, home-based care, hospitalization, etc.

15. The government will facilitate testing if required after carrying out their assessment.

16. If the patient worsens while in self-quarantine, they are required to report to a designated hospital that is handling COVID 19 patients.

17. After the 14-day self-quarantine period lapses, the patient having no further symptoms can be reintroduced to the SU community after they have been cleared by SUMC.

18. Prior to the reintroduction of the person to the University, the Medical Centre will have informed the MOH and DSS on the person status for re-introduction to the SU community.

19. The relevant authorities on campus should also be informed - HODs for the staff and Faculty managers for the students, as indicated in 2 above.

20. All efforts should be made within the University to prevent any stigmatization towards the student or staff.

NB: SUMC staff by the nature of their work will be exposed to confirmed and suspected cases of COVID19. Procedures have been put in place to ensure that the SUMC staff have the relevant PPEs, training and processes to enhance Infection and Prevention Control within SUMC.
Signature:  
Date: 21\textsuperscript{st} September 2020

Signature:  
Date: 28\textsuperscript{th} September 2020