This guidance can assist colleges and universities in managing students with known or potential exposure to 2019 Novel Coronavirus (2019-nCoV), as well as offer consideration of planning for the transmission of 2019-nCoV on campus.

At this time, it is unknown if there will be widespread transmission of 2019-nCoV in New York City or the U.S. However, our current understanding of the 2019-nCoV virus suggests it is similar to other respiratory viruses (e.g. influenza) with regard to transmission. In general, these viruses are spread when a sick person coughs or sneezes. It is also possible to become sick by touching surfaces contaminated with a virus, and then touching your own nose or mouth. Covering coughs and sneezes and washing hands with soap and water or with an alcohol-based hand rub are essential in stopping the spread of respiratory viruses. During the influenza season, also consider getting a flu vaccine.

The goals of this interim guidance document are to:

- Describe the management of students with possible exposure to 2019-nCoV
- Consider planning to accommodate students with possible exposure to 2019-nCoV
- Consider planning in the event of community transmission of 2019-nCoV

These recommendations will try to address special issues for a college or university setting. However, each campus faces specific challenges associated with implementation based on its population, physical space, staffing, etc., and will need to tailor the guidelines accordingly. Colleges and universities can tailor these guidelines to meet the site-specific needs of their student population. This guidance is intended to supplement, not supplant, provisions from regulatory agencies that oversee academic facilities and settings.

Colleges and universities may develop their own policies, but these policies should be based on current science and facts, not fear.

NOTE: Please be aware that this guidance is based on the best information currently available and will be updated as more is learned about the 2019-nCoV outbreak. The New York City Department of Health and Mental Hygiene (NYC Health Department) may change its recommendations as the situation evolves. The NYC Health Department will announce if additional measures are needed. Colleges and universities should monitor NYC Health Department health alerts and visit the NYC Health Department website and CDC website for updates.
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I. **2019-nCoV Background Information**

Human coronaviruses are a group of viruses that commonly cause either mild-to-moderate illness - such as a cold with runny nose, headache, cough, sore throat, or fever or sometimes pneumonia. These include coronaviruses 229E, NL63, OC43, and HKU1.

The recently discovered 2019-nCoV is a "novel coronavirus", which means it is a new strain of coronavirus that has not been previously identified in humans. The newly identified 2019-nCoV virus is thought to have originated in animals and is related to the coronaviruses SARS-CoV and MERS-CoV, which also originated from animals.

It is likely that mild illness is far more common than severe illness in persons infected with 2019-nCoV. Among persons with illness in China, the age range has been 0-96 years, with less than 1% among persons under 15 years of age. Described clinical findings in hospitalized patients with severe illness have included fever, cough, muscle aches or fatigue, and bilateral pneumonia. Persons who develop more severe disease have often been the elderly or persons with underlying medical conditions.

The first cases of 2019-nCoV were reported in Wuhan, Hubei Province, China, in December 2019. Thousands of new cases have been reported since that time. Deaths have been reported, primarily among persons with underlying health conditions and the elderly. Most cases continue to be linked to Wuhan, and there is evidence of person-to-person transmission in other parts of China. Cases continue to be reported in an increasing number of other countries, including the United States. Cases reported in other countries, with some exceptions, have been linked to travel from China; however, person-to-person transmission may eventually result in sustained transmission of the virus in areas outside of China.

II. **Management of Students with Known or Possible Exposure To 2019-nCoV**

a) **Background on Management Risk Categories**

A public health emergency (PHE) declared by the U.S. Department of Health and Human Services on January 31, 2020 and a federal directive that went into effect on February 2, 2020 led to the following travel restrictions;

- Foreign nationals other than immediate family of US citizens and permanent residents who have traveled from China within the last 14 days will be denied entry into the United States.
- Any US citizen, permanent resident, or immediate family member of a US citizen or permanent resident returning to the US with travel from:
  - Hubei province in the previous 14 days will be subject to undergo up to 14 days of quarantine.
  - The rest of mainland China within the previous 14 days will be subject to undergo up to 14 days of self-monitoring and social distancing.

The CDC developed an assessment and management framework to properly address 1) persons arriving in the US from China, and 2) other persons with exposures to 2019-nCoV outside of a healthcare setting. **This interim guidance** went into effect February 3, 2020. **Colleges and universities can develop and enforce their own policies and procedures.**
The CDC framework is being used to implement public health actions based on a person’s risk level and clinical presentation. Categories of risk are stratified by High, Medium and Low, and further divided by whether the person is symptomatic or asymptomatic.

At this time there is no evidence of community transmission, therefore the primary risk for exposure to 2019-nCoV within the college and university setting is students and staff arriving from China. According to the CDC framework, persons arriving at the airport without symptoms fall within either the Medium or High Risk categories.

b) Management Risk Categories Affecting Students Arriving in New York City

I. High Risk persons include those who spent time in Hubei Province in China in the 14 days prior to assessment. These travelers will be identified upon arrival at the airport and are, at this time, immediately transported to a quarantine location managed by the NYC Health Department for up to 14 days from the day they left Hubei. In quarantine, the NYC Health Department will conduct daily active monitoring to assess their health.

II. Medium Risk persons include those who spent time in mainland China, outside of Hubei Province, in the 14 days prior to assessment. These travelers will be identified upon arrival at the airport and directed to remain in their residence and avoid public settings for up to 14 days from the day they left China. They should not attend work or school. They will be instructed to conduct self-monitoring with supervision by the NYC Health Department to assess their symptoms. High risk individuals discharged from the NYC Health Department quarantine location who spent time in China after travel to Hubei, are then subject to this home quarantine for 14 days after their last day in China.

III. Other Risk Categories of Low Risk and No Identifiable Risk include but are not limited to household members and other close contacts of confirmed 2019-nCoV patients, being on an aircraft with a confirmed 2019-nCoV patient, and healthcare workers who provided care to a confirmed 2019-nCoV patient. The NYC Health Department will likely already be aware of students falling in these categories.

Colleges and universities will not be notified of students or staff who are returning from China who meet the Medium or High Risk category. For Medium Risk students that self-identify to the college or university, there should be plans to accommodate the needs of that student including housing, meals and health care. These students do not need to be reported to the NYC Health Department unless they become sick as described in section f.

c) Requirements and Accommodations for Students in the High Risk Category

- Students in the High Risk category will be housed during their quarantine period in a residence managed by the NYC Health Department, but after discharge may be subject to an additional home quarantine based on their last date in mainland China.

d) Requirements and Accommodations for Students in the Medium Risk Category

- To the extent possible, students should confine themselves to their place of residence. Students should not attend classes and should avoid communal areas, dining halls, campus gatherings, campus events, other public places (e.g., shopping centers, movie theaters, stadiums), workplaces, and local public transportation (e.g., bus, subway, taxi, ride share, university or college shuttle bus) for the duration of the monitoring period.
• Students should monitor themselves for fever by taking their temperatures twice a day and remain alert for cough or difficulty breathing. Refer to section f below for information regarding students who develop illness.

• It is important to keep in mind that while students in the Medium Risk category are asymptomatic, the risk of disease transmission is low. As such, for students in communal living arrangements, the college or university should have a clear protocol in place should they develop illness to ensure they are immediately isolated to minimize contact with others. Refer to section f below.

• The NYC Health Department recommends that you:
  o Designate a university health services nurse or other health care professional to be available 24/7.
  o Provide students with thermometers.
  o Ensure students have access to the internet.
  o Provide access to mental health services.

e) College and University Administrative Support for Students

• In addition to housing, students in both the Medium and High Risk categories will be concerned about missed classes, exams, late assignments, graduation, stigmatization from staff and fellow student, and many other things. This worry may be a disincentive to confine themselves.

• The NYC Health Department recommends that you:
  o Consider liberalizing penalties for missed classes, exams and late assignments so that students do not return to class prematurely.
  o Tailor assignments to work from home or implement webinar/teleconferencing/videoconferencing options for students assigned to self-monitoring in their residence.
  o Encourage faculty, student leaders, spiritual leaders, and others to correspond with students using email or phone.
  o Implement procedures to respond immediately to reported verbal or physical abuse, including on social media.
  o Respect the privacy of these individuals. There is no public health reason to alert the student body and staff at large about individuals who are undergoing home self-monitoring or quarantine at the NYC Health Department location. The risk to the student body is low.
  o Establish mechanisms to inform and notify parents and guardians:
    o if their minor child is being evaluated medically during the 2019-nCoV outbreak period.
    o about preparedness and response activities and efforts to support students

• It is important to separate facts from fear, and guard against stigma. There are a lot of things on social media and in the news that are at best not rooted in science and at worst, offensive, demeaning and racist. Encourage everyone to keep their attention on the facts.
f) Students in Medium Risk Who Develop Illness

• Students in the Medium Risk category who go on to develop fever, cough or shortness of breath during their 14 day self monitoring period should immediately self-isolate to minimize exposing others, contact the NYC Health Department to determine if they should seek medical care, and notify school authorities.
  o For students with communal living arrangements (e.g., dormitory or shared apartment), the college or university should work with the student to identify where the student should isolate themselves to reduce the potential chance of disease transmission.
  o Returning students will receive at the airport DOHMH flyer with a dedicated phone number to reach the NYC Health Department 24 hours a day, 7 days a week. The college or university should also have a dedicated number to allow the student to notify the school.
  o The NYC Health Department will work with the college or university to arrange appropriate transportation to an appropriate health care facility and provide advance notification to EMS and the healthcare facility.

g) Students in High Risk Who Develop Illness

• At this time, the NYC Health Department is managing students in the High Risk category. Any student who is in mandatory quarantine and develops fever, cough or shortness of breath during their quarantine period will be assessed by the NYC Health Department staff on site and receive appropriate clinical care as indicated.

h) Students Diagnosed with 2019-nCoV

• In the event a student is diagnosed with 2019-n-CoV, appropriate housing and support may be needed upon discharge from the hospital. The college or university should identify a point person to help coordinate this process with the NYC Health Department and the hospital if the student chooses to disclose this information to the college or university.

• There will be no public health reason to disclose a case of 201-nCoV to the student body or staff at larger. Any communications should focus on general advise around standard procedures to prevent transmission. The NYC Health Department will let you know if guidance changers and further notifications need to be made.

III. Maintain School Events

At this time, there is no need to cancel school or social events. To date, there is no evidence of community transmission of 2019-nCoV in NYC, and there are no restrictions on public gatherings. Students should be reminded that part of good hygiene is staying home from events when they are ill. Should community transmission be identified, additional guidance will be shared.

IV. Site-Specific Facility Planning and Preparation

In the event of community transmission of 2019-nCoV is detected in NYC, colleges and universities should consider adopting measures to reduce transmission on campus. We recommend that colleges and universities develop a site-specific plan to prevent the spread of 2019-nCoV transmission. Those involved in the development of such plan should include staff who are familiar with measures taken to limit exposure to and spread of influenza and other winter respiratory viruses, including from all areas including program, medical, housekeeping, and administrative units. The number and job descriptions of people assigned will
depend on the size and scope of the facility. The plan should address the following activities along with any others that may be required by oversight agencies:

a) Assessing Risk to Employees and Measures to Maintain Their Health
b) Education and Training for Employees
c) Facility Readiness: Signage, Supplies, and Staffing
d) Housekeeping

The plan should assess needs, decide how the facility will implement the activities, and identify resources needed for handling a student who presents with symptoms suspicious for 2019-nCoV illness. Regular meetings should be held to report status of preparations, NYC Health Department updates, and the current situation.

a) Assessing Risk to Employees and Measures to Maintain Their Health
   • The plan should assess the potential exposure risks to 2019-nCoV for all facility employees. Consider those who provide healthcare, sanitation or services that require prolonged close contact.
   • Employees should be provided with information about preventing the spread of respiratory illnesses.
   • Review the facilities sick-leave policy and encourage staff to stay home while ill.
   • Consider offering influenza vaccinations at the worksite.

b) Education and Training
   • Educating staff and students about how respiratory illness spreads can inform and improve adoption of best practices to prevent the spread of respiratory illness. Hold mandatory educational sessions for staff and students to review information on facility policies for respiratory illnesses.
   • Educational sessions should include information on 2019-nCoV symptoms, how respiratory illnesses spread, basic cough and sneezing etiquette, hand washing, personal protective equipment, and housekeeping procedures.
   • All staff, including administrators, case workers, clinical staff, custodians, and food handlers should attend training sessions.
   • Information can also be provided through signs, written materials, and video presentations.
   • As more is learned about the current 2019-nCoV outbreak, regular announcements should be made to keep all informed, especially regarding changes in prevention measures and medical treatment protocols.

c) Facility Readiness: Signage, Supplies, and Staffing
   • Prominently display the NYC Health Department’s “Cover Your Cough” and “Hand Hygiene” signs at all entrances, bathrooms, and common areas. Multi-lingual versions are available on the NYC Health Department website. See also: cdc.gov/handwashing/posters.html.
   • Display signs instructing students to notify the appropriate staff if they have fever and respiratory symptoms (i.e., cough and shortness of breath).
   • Consider showing a streaming video in common areas that have a television that demonstrates proper methods for hand-washing and respiratory etiquette.
• Provide dispensers of alcohol-based hand sanitizers in common areas.
• Maintain sufficient supplies of hand soap and paper towels, hand sanitizers, tissues, general cleaners, disinfectants and personal protective equipment.
• Use of a surgical face mask is sometimes medically indicated for persons with a respiratory illness as they can help prevent a sick person from spreading their illness to others. However, a surgical face mask worn by a healthy person cannot reliably keep them from getting sick. The NYC Health Department and the CDC do not currently recommend the use of any face masks among the general public.
  o Administration, staff, and other students should respect others that decide to wear protective masks. Masks are worn for many reasons and students and staff should be reminded not to harass or target people who use them.

d) Housekeeping

Maintaining cleanliness and well-maintained facilities may help to prevent the spread of 2019-nCoV, as is true for influenza and other viruses. Where students attend to their own housekeeping, provide training on use of supplies, general cleaning, and garbage disposal methods. Recommendations for general housekeeping include:

• Clean facilities routinely and effectively.
• Clean frequently touched surfaces, such as doorknobs, door handles, handrails and telephones, as well as non-porous surfaces in bathrooms, sleeping areas, cafeterias and offices (e.g., floors), using an EPA-registered hospital disinfectant that is active against viral pathogens.
• Maintain hand washing supplies: Soap, paper towels, and alcohol-based hand sanitizers.
• Maintain general cleaning supplies and disinfectants that are effective against coronaviruses and other respiratory pathogens.
• Place waste baskets in visible locations and empty regularly.
• Ensure that waiting areas, TV rooms, and reading rooms have adequate ventilation (e.g., fans and open windows, if practical).
• Laundry can be washed in a standard washing machine with water and detergent.

Review Health Care and Mental Health Resources

Some colleges and universities provide health care and/or mental health services ranging from full service on-site health care to evaluation with referral to off-site providers.

• Identify what health care and mental health resources are available and review and update where appropriate provider contracts, emergency medical protocols including transporting persons to a healthcare facility, notification of receiving facilities, and contact information for providers and pharmacies.

• Staff providing health care services should be familiar with;
  o The NYC Health Department provider guidance materials
    ■ Management of Patients Suspected to have Novel Coronavirus (2019-nCoV) Infection — Interim Guidance
Management of Patients Suspected to have Novel Coronavirus (2019-nCoV) Infection – Provider Checklist

- Infection control guidance for health care facilities developed by the Centers for Disease Control and Prevention (CDC)