

## COVID-19 CONTACT TRACING

Policy Number: 40GS

Effective Date: 6/01/2020

Revised Date: 11/09/2020

### Scope

The policy on COVID-19 Contact Tracing applies to directors, officers, and members of the nonprofit organizations within the Stowers Group of Companies ("SGC" and "SGC Organizations"), including Stowers Institute for Medical Research ("SIMR") and Stowers Resource Management Inc. ("SRM"), and to individuals who make substantial use of a SGC Organization's facilities, such as post-doctoral research associates, pre-doctoral researchers and approved visitors (collectively, "Covered Individuals").

### Purpose

This policy describes the SGC's process for tracing contacts of Covered Individuals who test positive for the COVID-19 virus.

The SGC's process for contact tracing will be governed by the following principles:

*Contact tracing is an important component of the SGC's overall strategy to contain the spread of COVID-19 infection.*

*The need to protect other Covered Individuals working on the SGC's campus justifies the disclosure of an individual's workplace contacts in the event of a positive COVID-19 virus test.*

*Individuals or others must manage an individual's non-workplace contacts.*

*Technology and regulations in contact tracing are evolving rapidly.*

The Graduate School of the Stowers Institute for Medical Research ("The School") is included in the Stowers Group of Companies ("SGC") Organizations and has adopted the following policy as its own.

### Policy

***Requirement to participate in contact tracing.*** Covered Individuals who enter the SGC's campus must agree to disclose their workplace contacts for follow-up in case of a positive result from COVID-19 virus testing. Covered Individuals should expect that all data related to workplace contacts will be used to support contact-tracing. The data may include lists of regular contacts, calendar entries, attendance records, entry/exit records and other information.

***Exclusion of non-Covered Individuals from contact tracing.*** SIMR will trace workplace contacts, i.e. Covered Individuals, only. SIMR will not trace contacts outside of the workplace. SIMR will support contact tracing by government agencies, who will have the responsibility of tracing contacts outside of SIMR's workplace.

***Guidelines and procedures.*** Covered Individuals are responsible for adhering to the current guidelines and procedures associated with this policy.

***Consequences of non-compliance.*** Covered Individuals who do not comply with this policy will not be allowed to enter the SGC's campus. For Covered Individuals who are members, if the non-compliance results in the members' inability to perform their work duties, Administration and the members' supervisor will manage each situation as needed.

This policy was approved by the GSSIMR Board of Directors on June 18, 2020.

This policy was last updated by the GSSIMR Board of Directors on November 09, 2020.

This policy will be reviewed by the GSSIMR Board of Directors in 2022.

## Policy 40GS Contact Tracing Guidelines

### 1. Overview

A.	<i>What policy do these guidelines reference?</i>	Policy Number 40C “Contact Tracing”
B.	<i>What do these guidelines cover?</i>	Contact tracing for individuals testing positive for COVID-19
C.	<i>Who must comply with these guidelines?</i>	“Covered Individuals,” defined as directors, officers, and members of the SGC or individuals who make substantial use of an SGC Organization’s facilities.
D.	<i>What are the general requirements for Covered Individuals?</i>	<ul style="list-style-type: none"> <li>i. Covered Individuals must report any positive result for COVID-19 virus test SIMR’s Office of Infection Control to allow contact tracing (see Policy 20C “Request for COVID-19-Related Information”).</li> <li>ii. Covered Individuals must agree to participate in and share data to support contact tracing in the workplace.</li> </ul>

### 2. Contact Tracing

A.	<i>What activates contact tracing by SIMR?</i>	A report of a positive result for a COVID-19 virus test will activate contact tracing by SIMR’s Office of Infection Control.
B.	<i>What other groups may perform contact tracing?</i>	Contact tracing may also be performed by the Kansas City Department of Public Health and/or the department of public health with jurisdiction over your residence.
C.	<i>Who will be responsible for the contact tracing?</i>	The Office of Infection Control will be responsible for contact tracing and may be assisted by IT or other groups.
D.	<i>Which of an infected individuals’ contacts will be traced by SIMR?</i>	SIMR will limit its tracing efforts to Covered Individuals, i.e. workplace contacts. SIMR will not trace contacts outside of the SGC.

### 3. Privacy

A.	<i>What information will be used for</i>	As part of contact tracing, SIMR may review your attendance, movements, security badge
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	<i>contact tracing?</i>	use, calendar entries and other work-related information. SIMR may also ask for a list of your regular workplace contacts, recent contacts, recent activities, and other information to assist in contact tracing. You should expect that all data about your contact with Covered Individuals in the workplace will be used to support contact tracing.
<i>B.</i>	<i>How will information be used?</i>	Information reviewed for contact tracing will be used strictly by the Office of Infection Control for determining potential contacts at risk for infection.
<i>C.</i>	<i>Can I opt out of contact tracing?</i>	No. You may not opt out of contact tracing. As a condition of entering the SGC's campus, you must agree to participate in and provide the information requested to support contact tracing.

#### **4. Technology**

<i>D.</i>	<i>What technology will SIMR use for contact tracing?</i>	SIMR will start by asking members expected to be present on campus to disclose regular workplace contacts.. In case of an active contact tracing process, SIMR will use attendance, calendars, movement data, and interviews to identify potential contacts.
<i>E.</i>	<i>Will SIMR use contact tracing apps on smartphones?</i>	Contact tracing apps will not be used at this time. SIMR will continue to monitor available technology and revise its contact tracing policy as appropriate.