**RESPONDING TO REPORTS OF COVID - QUICK TIP LIST**

**What do you do when someone reports a positive COVID-19 test or COVID exposure to you?**

**Positive test result:**

1. Tell the person to stay home for five (5) days and quarantine.
   1. Student – help with solutions to keep up with classes and classwork
   2. Employee – help with solutions to work remotely, if possible. If not, the employee will need to use sick leave.
2. Tell the person that after five (5) days, if **fever free** and symptoms have significantly improved, they can return to work or class – BUT THEY MUST WEAR A MASK EVERYWHERE – NO MATTER WHAT!
3. See if the person needs anything – do they have family and friends to assist if needed? Are they feeling bad enough to need medical attention? HR and the Dean of Students Office can help those in need with a variety of resources.

**Reports potential exposure to covid:**

1. Ask the person if they are fully vaccinated, boosted, and up to date on their COVID vaccinations/booster shots.
   1. You can review the guidelines for what it means to be “boosted” and “up to date” here: <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/stay-up-to-date.html>
   2. DO **NOT** ask for a copy of their vaccination card
   3. Ask if the person has had COVID-19 within the last 90 days.
2. If the person is boosted and/or up to date (this varies by type of vaccination received) **and** they have been exposed to a person who tested positive, and they DO NOT have any symptoms – they can come to work and class. If a person tested positive for COVID-19 within the last 90 days – they can come to work and class. **There is NO need to quarantine under these conditions.**
3. If the person is not vaccinated or boosted, you may need to reach out to a designated team lead\*to discuss. There are some situations in which a person will NOT need to quarantine.
4. Tell the person to monitor for symptoms of COVID-19.

Canvas “classroom” which contains addition training and information: <https://nwacc.instructure.com/courses/1922944>

Current isolation and quarantine guidance issued by CDC: [CDC isolation and/or quarantine guidelines](https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fif-you-are-sick%2Fquarantine.html)

All information on testing, vaccinations, quarantine and case reporting is updated and stored on our webpage: <https://www.nwacc.edu/administrativeservices/riskmanagement/emergencypreparedness/coronavirus/default.aspx>

**Designated COVID-19 Reporting Contacts (\*team leads)**

Enrolled/Credit and Degree Seeking Students - Dean of Students Office – [deanofstudents@nwacc.edu](mailto:deanofstudents@nwacc.edu)

Health Programs Students - Center for Health Professions – [CHPCOVID@nwacc.edu](mailto:CHPCOVID@nwacc.edu)

Secondary Career Center: Stephanie Trolinger - [strolinger@nwacc.edu](mailto:strolinger@nwacc.edu)

ECE/High School Relations: Jorge Amaral - [jamaral@nwacc.edu](mailto:jamaral@nwacc.edu)

Brightwater: Marshall Shafkowitz - [mshafkowitz@nwacc.edu](mailto:mshafkowitz@nwacc.edu)

Adult Ed: Ben Aldama - [baldama@nwacc.edu](mailto:baldama@nwacc.edu)

Workforce: AJ Hart - [ahart7@nwacc.edu](mailto:ahart7@nwacc.edu)

Human Resources (employees) – [COVIDhelp@nwacc.edu](mailto:COVIDhelp@nwacc.edu)

Policy, Risk, Compliance (PRC) – [PRC@nwacc.edu](mailto:PRC@nwacc.edu)