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

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

**Positive test result, regardless of vaccination status:**

1. Tell the person to stay home for five (5) days and isolate.
   1. If student – help them with solutions to keep up with classes and classwork
   2. If employee – help them 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 IN ACCORDANCE WITH CDC GUIDELINES THEY ARE RESPONSIBLE FOR WEARING A MASK OR APPROPRIATE FACE COVERING.
3. If they had no symptoms at the time of the positive test but develop symptoms within 10 days, the isolation time restarts.
4. 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:**

**If you were exposed to COVID-19 or have been told by a healthcare provider or public health authority that you were exposed, here are the steps you should take REGARDLESS OF YOUR VACCINATION STATUS or if you have had a previous infection -**

1. Wear a mask as soon as you find out you were exposed and continue to do so for 10 days. You can still develop COVID-19 up to 10 days after you have been exposed.
2. Take precautions.
   1. Do not go places where you are unable to wear a mask, including travel and public transportation settings
3. Watch for symptoms.
4. If you develop symptoms:
   1. Isolate immediately
   2. Get tested
   3. Stay home until you know the result
5. Get tested six (6) days after exposure.
   1. If you test positive, isolate immediately
   2. If you test negative, continue wearing a mask and taking precautions through day 10

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

Link to current isolation and quarantine guidance issued by CDC: <https://www.cdc.gov/coronavirus/2019-ncov/your-health/isolation.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 Team Leads (\*contact when you cannot locate the answer online or need additional help)**

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)