**GUIDELINES FOR INSTRUCTORS TO NAVIGATE STUDENT REPORTS OF COVID-19**Provided by Policy, Risk, Compliance Office

**Updated: 3.17.2022, 8.26.2022, 9.7.2023**

Effective May 16, 2022, all students are to report COVID-19 cases directly to their instructor(s). This includes reports of positive tests and experiencing covid symptoms. Instructors are responsible for managing all student COVID-19 related matters unless medical accommodations are needed for the student. For accommodations, the student should contact the Disability Resource Center at [disability@nwacc.edu](mailto:disability@nwacc.edu).

Please read through the information provided on our website and the “Responding to Reports of Covid” one page checklist we have provided in a CANVAS shell - <https://nwacc.instructure.com/courses/1922944>

If you have read all provided information and CDC guidelines, and you still need special assistance in processing a case, have general questions or concerns, or need medical documentation from a student (not necessary for all cases/reports), you may reach out to one of the following Covid-19 reporting areas/contacts to request guidance:

**COVID-19 Reporting Contacts**

Enrolled/Credit and Degree Seeking - 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: 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

**Guidelines for Instructors:**

Your students will now report directly to you when there is a COVID-19 related illness. Students are required to report positive COVID-19 test results and COVID-19 related symptoms.

These reports are to be handled much like any other illness reported to you: the flu, a toothache, a cold, etc., **with a few exceptions to keep in mind**. If you need assistance or have questions on how to navigate a case, you may contact the Dean of Students Office at [deanofstudents@nwacc.edu](mailto:deanofstudents@nwacc.edu) (or the COVID-19 reporting contacts from the programs listed above) for general assistance and guidance. The Dean of Students response team is no longer processing individual reports but can provide guidance to instructors if needed.

Also, be sure to visit the COVID-19 Resources link below for more information, including an educational video for faculty and to learn more about responding to student-related COVID-19 reporting: <https://nwacc.instructure.com/courses/1922944>

**What instructors are required to do:**

* Be the initial contact for COVID-19 related reports from your students
* Issue guidance to students based on the [CDC isolation and/or quarantine guidelines](https://www.cdc.gov/coronavirus/2019-ncov/your-health/isolation.html)
  + Current guidelines (which may change according to the CDC): NWACC is observing a five-day mandatory ISOLATION for anyone who tests positive for COVID-19, followed by 5 additional days of the person always wearing a mask (not optional)
  + Do not give any other guidance, personal opinions, or alter the current state/CDC guidelines that are in place
* Provide support to students as you would do with any other illness or medical leave of absence
* Reach out to [deanofstudents@nwacc.edu](mailto:deanofstudents@nwacc.edu) (Dean of Students Office) with any questions or concerns you have about your students
* For medical accommodations, instruct the student to contact the Disability Resource Center at [disability@nwacc.edu](mailto:disability@nwacc.edu).

**What faculty CANNOT do:**

* Do NOT ask a student for **proof** of vaccination.
  + If this is needed, contact [deanofstudents@nwacc.edu](mailto:deanofstudents@nwacc.edu) for assistance.
* Do NOT ask a student to provide **proof** of a positive COVID-19 test.
  + If this is needed, contact [deanofstudents@nwacc.edu](mailto:deanofstudents@nwacc.edu) for assistance.
* Do NOT ask a student who has tested positive to report to CLASS/WORK until **AFTER** their isolation period **and** they are fever free for 24 hours (without use of fever reducing medication). A person who tests positive must isolate under current CDC guidelines for a minimum of 5 days, and then they are required to wear a mask for another full 5 days – mandatory that they wear a proper mask/face covering inside of buildings, rooms, common spaces, and when out in public with others. **No exceptions.**
* Do NOT share medical information with any persons or offices other than the Dean of Students Office, other designated COVID-19 reporting contacts (list above), and/or the Disability Resource Center.

**NOTE:** The CDC has updated guidance for persons who are **exposed** to the virus. View [CDC information on exposure](https://www.cdc.gov/coronavirus/2019-ncov/your-health/if-you-were-exposed.html).