

Annex A

This document is meant to help supervisors quickly determine what actions they need to take when an employee tells them of potential COVID-19 exposure, COVID-like symptoms or if they tested positive/have a confirmed COVID-19 case. This protocol will also apply if an employee reports that the online health screen tells them to stay home.

What do I tell an employee who has symptoms of or has tested positive for COVID-19?

1. Tell the employee:

- If in person, and symptoms developed during work, to leave immediately and isolate until further notice. Tell the employee that an employee from Clark College will contact them to follow up.
 - CDC guidance recommends five-day isolation. If primary symptoms (such as fever) have resolved an additional five days of strict mask wearing is required. If primary symptoms have not resolved continued isolation is necessary followed by an additional five days of strict mask wearing once primary symptoms resolve.
- If via phone or email, tell the employee that they may NOT attend any in-person work activities or on campus services. Inform the employee to isolate until further notice and let them know that an employee from Clark College will contact them to follow up.

2. **Email the case management team^[SM1] (Jeff and Jay see below) the following information:**

- employee's name
- employee's phone number
- employee's email address
- building and room number
- For main campus, email Environmental Health and Safety Manager Jay Busher, jbusher@clark.edu and Emergency Manager, Jeff Kaliner jkaliner@clark.edu, and your dean
- For CCW, email Jennifer Obbard, Associate Dean of Health Sciences (jobbard@clark.edu)

- If the supervisor or employee is unsure if reported symptoms are COVID-like, tell the employee to fill out the health screening for determination.

What do I tell people who have been exposed to COVID-19?

_____ People who have been potentially exposed to COVID 19 do not need to quarantine and are allowed to be on campus unless they have symptoms or have tested positive for COVID 19.

- **Glossary**

- **Active Case** – An incident involving a person or persons either suspected or confirmed to have COVID-19 and is in isolation or quarantine.
- **Case Management Team** – Clark College employees assigned to evaluate information about suspect of confirmed cases.
- **Confirmed Case** – When an individual tests positive for COVID-19.
- **Isolation** - Separates sick people (confirmed or symptoms) with a contagious disease from people who are not sick.
- **Quarantine** - Separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.

- **Resources**^[SM2]

While you wait for our next message, please read the CDC's guidance for symptoms of COVID-19: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.