

Annex D

This document is meant to help faculty quickly determine what actions they need to take when a student 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 a student reports that the online health screen tells them to stay home.

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

1. Tell the student:
 - If in person, and symptoms developed during class, to leave immediately and isolate until further notice. Tell the student 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 student that they may NOT attend any in-person classes, activities or on campus services. Inform student 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) and your dean the following information:**
 - student's name
 - student's phone number
 - student's email address
 - building and room number
 - Class title and section 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 faculty member or student is unsure if reported symptoms are COVID-like, tell the student 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.

What do I do if my class is moved online?

Based on what we know, it is highly unlikely that individual classes, programs or activities will need to return to remote operations. We recognize that a remote possibility does still exist.

We also recognize that it is incredibly stressful to suddenly move a course online, so make sure you focus on what is possible during this time frame. Do not set the bar too high but focus on what is important: student learning. Consider the assignments and activities you planned, your course outcomes, and whether you will have live synchronous class sessions (remote) or ask students to complete activities asynchronously (online). It may be that you won't be able to do the exact same activities but can still address the course material and content in a different way.

To move your materials online, talk to your colleagues about your upcoming assignments and activities and get their suggestions. Feel free to reuse or adapt online materials you used from previous terms. If you need additional help, [eLearning](#) has a range of faculty support and resources.

- **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 or 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]

If you need help setting up computers or technology at home, contact the TechHub at techhub@clark.edu. If you need a laptop to complete course work, complete a [Technology Request Form](#) in MyClark.

If you are feeling anxious or worried, please reach out to the Clark's Counseling and Health Center at chc@clark.edu or through [Zoom](#).

If self-quarantining will create a hardship or will reduce your ability to work, please apply for an [Emergency Grant](#) and talk to the [Financial Aid Department](#) to assess your options.

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>.