

COVID REPORTING PROCESS

Student Confirmed Case or Exposure

Student Role

- 1) Students are expected to self-monitor for symptoms before coming to a college facility. If showing any signs of possible COVID symptoms, they should stay home.
- 2) Student who has been on ground reports Confirmed Covid Case, COVID Symptoms, or waiting on test results to their Professor. If they were on ground for support services and not a class, they report the information to the appropriate Student Services Dean.
 - a. Student does not enter College/District premises, or they go home if already on site
 - b. Student to work with the Dean to complete needed forms to document details
 - c. Student to wait for further instructions from a College/District representative

Faculty or Staff Role

- 1) Faculty member or Student Services employee provides information to their Dean so the Dean may call the student to complete Appendix C and to notify the VPI (Instruction) or VPSS (Student Services). If the initial contact is not with the VPA, the VPA should also be notified.
- 2) Faculty/Student Services employee waits for direction on what to do with on ground students. If class is being held, or student support services are being provided and the student informs the faculty member, or other employee they have tested positive for COVID, or are having COVID symptoms, send that person home. If they were in the area less than 15 minutes, there should not be any exposure.

Dean Role - COVID Reporting must be completed within 24 hours of notification

- 1) Dean notifies College VPI or VPSS and VPA via email.
 - Email subject line: EITHER Confirmed COVID Case OR COVID Exposure
 - Do not include student personal identifiable information in the initial email
 - a. Follow-up instructions will be provided to the Dean at this time, which will include:
 - i. Blank appendix C
 - ii. Example of filled out Appendix C
 - iii. Email notification of potential exposure templates
- 2) Dean fills out Appendix C by discussing details with Student. Due to the need for confidentiality, do not have the Administrative Assistant or any other employee fill out the form. Don't leave any blank boxes on the form.
 - a. Email complete form to the VPI or VPSS and VPA.

The form will be forwarded by the VPI or VPSS to covid@losrios.edu for review and follow up of next appropriate steps.

- 3) Dean notifies all students and employees who have been exposed or potentially exposed by using the email templates provided in step 1. Even if Faculty member or Dean, through verbal or text messages, sends students or employees home to quarantine as the investigation is occurring, the template notification must be sent as it has required information we must document we provided to the student (and employees, if appropriate).
 - a. This notification by the Dean will inform the students when they can return to on ground classes, which will be based on the recommendation of the College Nurses.
- 4) College Nurses will evaluate the information on Appendix C, and, based on the facts gathered, will provide information on quarantine and testing recommendations. As there might be multiple recommendations for a given class (depending on vaccinated and unvaccinated status), the determination of future meetings for the class will be made by the Dean in coordination with Mario Rodriguez, Jamey Nye and the faculty member.

Vice President of Administrative Services

- 1) The VPA notifies the Los Rios Police Department Chief (Larry Savage), the Director, Facilities Maintenance (Vince Montoya), campus Operations (Margaret Lednicky) and IT (Kirk Sosa) of the date of exposure and buildings affected to inform their staff who were in the area at the indicated time. (Do not mention the name of the employee related to the COVID exposure).

TERMINOLOGY

Confirmed COVID Case can be their own positive test results or that they have been in close contact with someone who tested positive for COVID for longer than 15 minutes.