

PROCEDURES FOR AN ACTIVE CASE OF COVID-19 ON CAMPUS

FACULTY & STAFF

FACULTY and STAFF inform immediate supervisor of confirmed or suspected COVID-19 illness or exposure

SUPERVISOR sends employee home, contacts HR for leave process, & notifies facilities to initiate cleaning protocols

HR confirms continued absence & informs employee of leave options & return to campus procedures.

STUDENT

STUDENT informs instructor or staff member of confirmed or suspected COVID-19 illness or exposure

INSTRUCTOR OR STAFF sends student home or confirms continued absence

INSTRUCTOR OR STAFF notifies College Academic Affairs of confirmed or suspected case & student is advised of return to campus procedures

ACADEMIC AFFAIRS Notifies COLLEGE HEALTH SERVICES COORDINATOR of confirmed or suspected cases

COLLEGE HEALTH SERVICES COORDINATOR notifies local Health Department & follows their guidelines

COLLEGE HEALTH SERVICES COORDINATOR notifies Facilities to initiate isolation & cleaning protocols

COLLEGE HEALTH SERVICES COORDINATOR will investigate further with the suspected case

Student, Faculty and Staff health information is considered confidential and should not be disclosed other than as stated in these procedures.



COWLEY

COLLEGE