

STUDENT COVID REPORTING PROCESS

Index Case or Close Contact 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 and notify their professor. [COVID-19 symptoms](#)
- 2) Students who indicated they have had a positive COVID test or have COVID symptoms within 48 hours of being on campus are considered the **Index Case**. If the Index case was on ground for support services and not a class, they report the information to the appropriate Student Services Dean.
 - a. Index Case does not enter College/District premises, or they go home if already on site.
 - b. Index Case to work with the Dean to complete needed forms to document details.
 - c. Index Case to wait for further instructions from a College/District representative.

Faculty or Student Services Role

- 1) Faculty member or Student Services employee provides Index case information to their Dean. The Dean would call the Index Case to complete Appendix C-Investigating COVID-19 Index Case Form and notify the appropriate VP, VPI for instructional cases and Student Services for 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 Index Case informs the faculty member, or other employee they have tested positive for COVID, or are having COVID symptoms, or waiting on test results send the Index Case home. If they were in the area less than 15 minutes, that is considered a potential exposure not a close contact exposure and no action is required to quarantine anyone they were close to while on ground.

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

- 1) Dean notifies their area College Vice President (Instruction or Student Services) via email.
 - a. Email subject line: EITHER Confirmed COVID Case OR Close Contact Exposure.
 - b. Do not include Index Case's personal identifiable information in the initial email.
 - c. Follow-up instructions will be provided to the Dean at this time, which will include:
 - i. Blank Appendix C-Investigating COVID-19 Index Case Form.
 - ii. Example of filled out Appendix C.

- iii. “Notification” Templates for email distribution to employees and students.
- 2) Dean fills out Appendix C by discussing details with Index Case.
 - a. 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.
 - b. Email completed form to the VPI or VPSS .
 - i. 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 who had close contact or potential exposure using the email “Notification” templates provided in step 1 under Dean’s role.
 - a. Even if Faculty member or Dean, through verbal or text messages, sends students or employees home to quarantine as the investigation is occurring, the “Notification” template must be sent within 24 hours as it has required information we must provide to the employees per state regulations.
 - b. Please keep the emails showing the notifications were sent out.
- 4) College Nurses will evaluate the Index Case 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 faculty member.
- 5) Follow up notice to students with return to campus dates/future class meeting date will be sent out by the Dean.
- 6) Employee return to work dates will be sent out by VPA

Vice President of Administration

- 1) VP_ notifies all employees who had close contact or potential exposure using the email “Notification” templates provided by the VPA
 - a. Even if Faculty member or Dean, through verbal or text messages, sends employees home to quarantine as the investigation is occurring, the “Notification” template must be sent within 24 hours as it has required information we must provide to the employees per state regulations.
 - b. Please keep the emails showing the notifications were sent out.
- 2) The VPA notifies the Los Rios Police Department Chief (Larry Savage) and the Director, Facilities Maintenance (Vince Montoya) 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 Index Case.

Definitions from COVID Prevention Plan

Close Contact means individuals being within 6 feet of an Index Case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the “high-risk period” defined by this section regardless of the use of face coverings.

COVID-19 symptoms mean fever of 100.4 degrees Fahrenheit or higher, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea, unless a licensed health care professional determines the person's symptoms were caused by a known condition other than COVID-19.

Index Case means *a person* who:

- (A) Has a positive “COVID-19 test” as defined in this section;
- (B) Has a positive diagnosis from a licensed health care provider;
- (C) Is under COVID-19 related order to isolate issued by a local or state health official; or
- (D) Has died due to COVID-19 in the determination of a local health department or per inclusion in the COVID-19 statistics of a county.

Potential Exposure means other employees at any work location, working area, or common area at work used or accessed by the **Index Case** during the high-risk period, including bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. Potential exposure does not include buildings, floors, or other locations of the employer that an Index case did not enter. Note: This definition is more to assist with sending out the notifications of exposure.