**WHAT TO DO IF YOU ARE:**

**EXPERIENCING ANY COVID-TYPE SYMPTOMS***
- Complete a Notification survey in the Qualtrics Verification System **ASAP**
- Identify Date of Start of Symptoms (Day Zero)
- Follow all safety protocols & doctor-directed care; Test 5 days after Day Zero
- Await notification of release of quarantine to return to campus
- Self-monitor for any symptoms

**POTENTIALLY EXPOSED TO COVID**
- Identify Date of Exposure (Day Zero)
- Follow all safety protocols; Test 5 days after Day Zero
- Await notification of release of quarantine to return to campus
- Self-monitor for any symptoms

**TESTED POSITIVE FOR COVID**
- Identify Date Positive Test was Taken (Day Zero)
- Follow all safety protocols & doctor-directed care; Test 14 days after Day Zero (PCR Test ONLY)
- Repeat testing process, as necessary, until negative PCR test result
- Await notification of release of quarantine to return to campus

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**BEGIN QUARANTINE PROCESS**
- Students need to contact faculty and submit an excused absence request form for any assessment items. Employees need to contact their supervisor immediately.
- Complete a Notification survey in the Qualtrics Verification System, uploading negative test results before 11:55 PM (if still positive, enter result and follow “Tested Positive” quarantine process)
- Await notification of release of quarantine to return to campus

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**REPORTING GUIDELINES**

**Symptoms of Illness/COVID-19 Exposure**

- **Identify Date of Start of Symptoms (Day Zero)**
- **Follow all safety protocols & doctor-directed care; Test 5 days after Day Zero**
- **Await notification of release of quarantine to return to campus**
- **Self-monitor for any symptoms**

**Identify Date of Exposure (Day Zero)**
- **Follow all safety protocols; Test 5 days after Day Zero**
- **Await notification of release of quarantine to return to campus**
- **Self-monitor for any symptoms**

**Identify Date Positive Test was Taken (Day Zero)**
- **Follow all safety protocols & doctor-directed care; Test 14 days after Day Zero (PCR Test ONLY)**
- **Repeat testing process, as necessary, until negative PCR test result**
- **Await notification of release of quarantine to return to campus**

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**Symptoms of COVID-19 include:**

- Fever (greater than 100.4°F)
- Severe headache
- Diarrhea / vomiting / recurrent abdominal pain
- Respiratory illness
- New or worsening cough
- Sore throat
- New shortness of breath
- Loss of smell / taste
- Unexplained bleeding or bruising
- Unusual fatigue
- New onset muscle aches or weakness
- New onset skin changes/rash
# INTERNAL CONTACT TRACING STEPS:

## HR

1. Inform **Close Contact** students of potential exposure and direct them to quarantine at home for 5 days

2. Instruct **Close Contact** students to complete a Notification survey in the Qualtrics Verification System to report potential exposure

3. Instruct **Close Contact** students to follow Qualtrics guidelines, monitor health & upload any developing symptoms into the system

## DEAN OF STUDENTS

1. Inform **Close Contact** students of potential exposure and direct them to quarantine at home for 5 days

2. Instruct **Close Contact** students to complete a Notification survey in the Qualtrics Verification System to report potential exposure

3. Instruct **Close Contact** students to follow Qualtrics guidelines, monitor health & upload any developing symptoms into the system

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**CDC defines Close Contact as:** Someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period, starting from 2 days before illness or COVID test, until the time the patient is isolated.

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## CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Dean of Students</th>
<th>Dir. of Human Resources</th>
<th>Medical Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ken Donnelly</td>
<td>Mary Catellier</td>
<td>To schedule test,</td>
</tr>
<tr>
<td>480-252-7070</td>
<td>480-222-9292</td>
<td>Call 480-970-0000</td>
</tr>
</tbody>
</table>