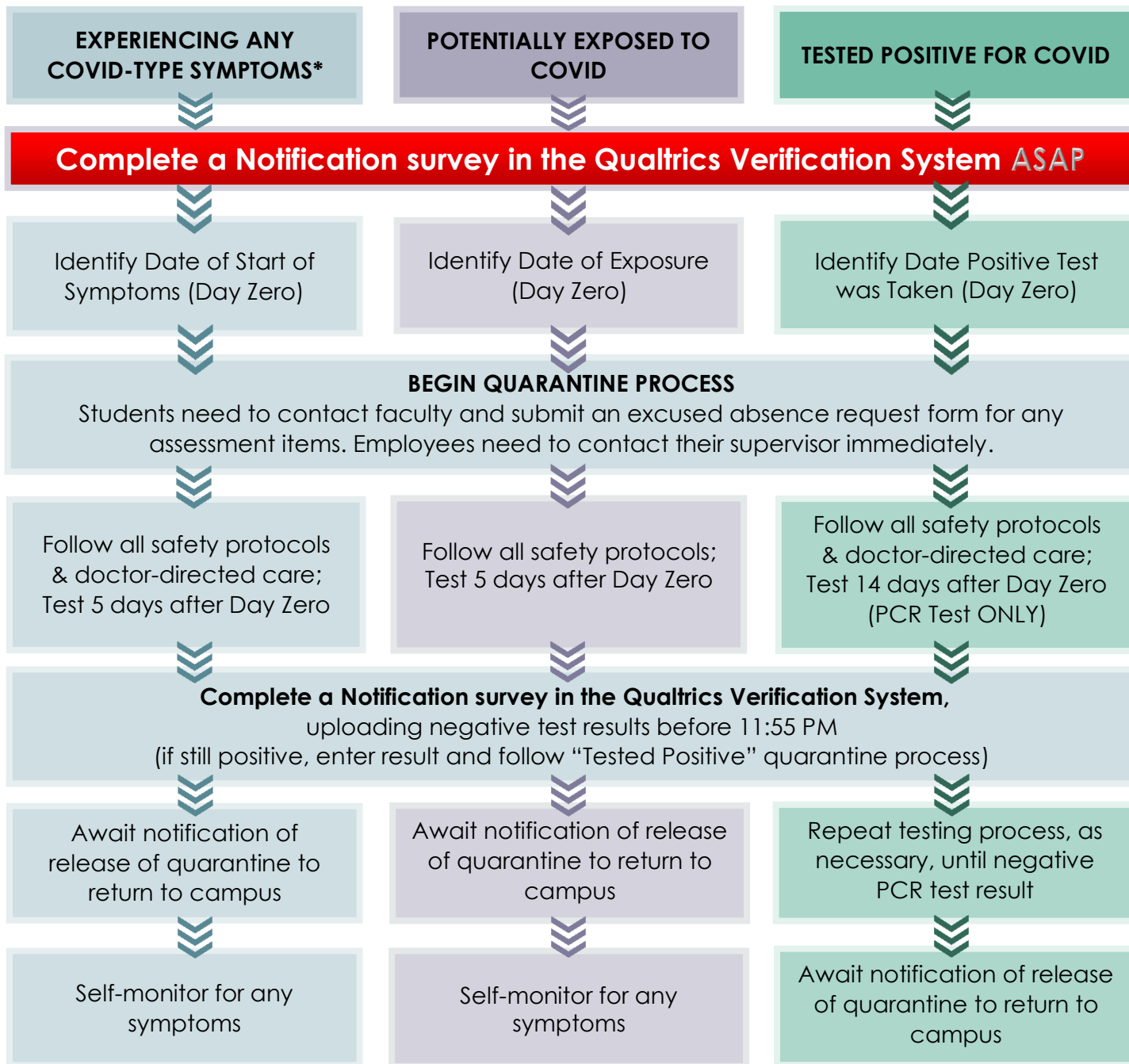


REPORTING GUIDELINES

Symptoms of Illness/COVID-19 Exposure

WHAT TO DO IF YOU ARE:



*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

FOLLOWING A POSITIVE COVID TEST

INTERNAL CONTACT TRACING STEPS:

HR

1

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



2

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



3

Instruct **Close Contact** employees 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

**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.*

CONTACT INFORMATION

Dean of Students

Ken Donnelly
480-252-7070

Dir. of Human Resources

Mary Catellier
480-222-9292

Medical Center

To schedule test,
Call 480-970-0000