

## COVID-19 Student Quick Action Table

If you are experiencing any symptoms of the flu or respiratory illness other than regular seasonal allergies, you need to follow the steps below:

### Student Experiencing Symptoms

- If the student is on campus, send them home immediately.
- If the student reports this information prior to coming to campus, ask them to remain at home and seek guidance from a healthcare provider.
- Students should not come to campus at anytime if they are experiencing flu-like or COVID-19 symptoms to protect the safety and wellbeing of the PCC community.
- Student or Employee Action: Fill out the COVID-19 Reporting Form.
- College Action: Student may be asked to not return to campus for 10 to 14 days following the onset of symptoms.

### Student Exposed to Positive Case

- Student should not return to campus until 14 days after initial exposure.
- Student should monitor symptoms and seek the advice of a healthcare provider.
- Student or Employee Action: Report student exposure using COVID-19 Reporting Form
- College Action: Student will not be allowed to return to campus until 14 days after initial exposure. If the student develops symptoms or tests positive, they will not be allowed to return to campus until at least 10 days after the onset of symptoms, with diminishing symptoms and no fever for 24 hours without the help of medicines or remedies.

### Student Case (Positive or Presumptive)

- Determine the date student began experiencing symptoms.
- Determine the date the student was last on campus.
- Determine individuals the student had close contact with and the facilities the student used.
- Student or Employee Action: Report student positive test using the COVID-19 Reporting Form
- Student will not be allowed to return to campus for at least 10 days after onset of symptoms with diminishing symptoms and no fever for 24 hours without the help of medicines or remedies. (Doctor may end isolation sooner if patient has two negative tests 24 hours apart. Documentation from doctor required for early return.)
- Determine infectious period (two days before symptoms appeared) and provide timely notice to those exposed (if any) asking them to quarantine for 14 days.

## Action Checklist for Positive COVID-19 Student Cases

Determine infectious period and possible exposures by contacting the COVID-19 positive student. Determine a minimum self-isolation timeline and determine a follow-up date to reassess when the student can return to campus.

*Primary: Dean of Students Office*

Send COVID-19 positive student follow up written notification or recap of initial conversation including dates.

*Primary: Dean of Students Office*

Notify all relevant parties including the President, Vice Presidents, Deans, Department Chairs and Facilities so they can begin taking necessary steps.

*Primary: Dean of Students Office*

The VP of HR will report positive cases to CCCS (Dean of Students Office will update CCCS tracking sheet and send to President's Office as needed).

*Primary: HR Office*

The VP of Finance and Administration will determine cleaning timeline and deploy cleaning teams before "exposed areas" can become active and available for use.

*Primary: VPFA & Facilities Department*

The VP of Human Resources will notify employees of possible exposure and ask them to abide by a 14-day self-quarantine timeline (send written follow-up after phone call).

*Primary: VPHR*

The Dean of Student Office will notify students of possible exposure and ask them to abide by a 14-day self-quarantine timeline (send written follow-up after phone call).

*Primary: Dean of Students Office*

The Academic Dean will, with Program Directors and Department Chairs, determine adequate ways students can complete courses, rescheduling class sessions, moving to remote instructional methods, and other actions to create avenues of student success.

*Primary: Academic Deans*

Send COVID-19 positive student written permission to return to campus or written notification of new terms after reassessment follow up discussion.

*Primary: Dean of Students Office*

Share reported positive cases with PCC Police Chief for Cleary reporting requirements.

*Primary: Dean of Students Office*