

## COVID-19 Exposure and Reporting Procedure

The following procedures direct responses to occasions when students, staff, and faculty have had potential exposure, confirmed exposure, or positive lab test results to COVID-19. It is imperative that the District procedures are followed to reduce the spread of the virus, keep our community safe and our classes on schedule.

### Definitions

Isolation and quarantine are public health practices used to protect the public by preventing exposure to people who have or may have a contagious disease.

<b>ISOLATION:</b> Separates sick people with a contagious disease from people who are not sick.	<b>QUARANTINE:</b> Separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.	<b>CLOSE CONTACTS:</b> Close contact is defined as contact within 6 feet for greater than 15 minutes without a face covering.
COVID-19 Positive people must isolate.	Exposed people may develop symptoms, while some individuals become infected with a disease and do not know it, or they may have the disease but do not show symptoms.	Close Contacts of persons with probable or known COVID-19 infection must quarantine.

### Reporting processes based on case description.

Processes are based on last contact on campus, timing of symptom onset, CDC, and Marin County Health & Human Services Guidelines at <https://coronavirus.marinhhs.org/public-health-emergency-quarantine-order-52020>

All communications will protect confidentiality, as required by FERPA, HIPAA, and state law related to privacy of educational records and other privacy laws.

#### 1. ASYMPTOMATIC INDIVIDUAL QUARANTINED DUE TO EXPOSURE OR POST TRAVEL.

- a. Notify your supervisor or instructor.
- b. Employees should notify Human Resources.

If individual has been on campus within 14 days of quarantine complete steps c & d.

- c. Notify the District via email to Lindsay Bacigalupi at [Lbacigalupi@marin.edu](mailto:Lbacigalupi@marin.edu). Please be prepared to provide date of travel or exposure, last date of campus contact.
- d. The District will follow Marin County Health and Human Services guidelines. The District will advise the individual regarding actions necessary for returning to

campus. A letter from their healthcare provider that they are cleared to return to campus may be required.

**2. INDIVIDUAL HAS SYMPTOMS CONSISTENT WITH COVID-19, BUT NO TEST CONFIRMATION: INDIVIDUAL WAS ADVISED BY HEALTHCARE PROVIDER TO ISOLATE PER CDC GUIDANCE.**

- a. Notify your supervisor or instructor.
- b. Employees should notify Human Resources.

If individual has been on campus within 14 days of isolation complete steps c & d.

- c. Notify the District via email to Lindsay Bacigalupi at [Lbacigalupi@marin.edu](mailto:Lbacigalupi@marin.edu). Please be prepared to provide date of recommended isolation and last date of campus contact.
- d. The District will follow Marin County Health and Human Services guidelines. The District will advise the individual regarding actions necessary for returning to campus. A letter from their healthcare provider that they are cleared to return to campus may be required.

**3. INDIVIDUAL DEVELOPS SYMPTOMS CONSISTENT WITH COVID-19 WHILE ON CAMPUS.**

- a. If individual is experiencing life threatening symptoms call 911.
- b. If applicable, document all students in attendance, adjourn class, and send all students home with instructions to self-quarantine and to maintain HIPAA as required by law.
- c. Ensure individual is capable and safe to transport self to residence. If individual is under 18, cognitively impaired, or too ill then call their legal guardian or designated contact. If none available, contact campus police for assistance.
- d. Document the following information:
  - All locations on campus individual occupied,
  - PPE and social distancing protocols adhered to.
  - Time of symptom onset,
  - Symptoms.
- e. Notify the District via email to Lindsay Bacigalupi at [Lbacigalupi@marin.edu](mailto:Lbacigalupi@marin.edu).
- f. Notify your supervisor or instructor.
- g. Notify Maintenance and Operations for space decontamination.
- h. Lock the door and include signage on door “do not enter, possible contamination”
- i. Employees should notify Human Resources.
- j. The District will follow Marin County Health and Human Services guidelines. The District will advise the individual(s) regarding actions necessary for returning to campus. A letter from their healthcare provider that they are cleared to return to campus may be required.

**4. INDIVIDUAL HAS MILD FLU, COLD SYMPTOMS NOT CONSISTENT WITH COVID-19 PER INDIVIDUALS REPORT OF ASSESSMENT BY HEALTHCARE PROVIDER.**

- a. Notify your supervisor or instructor.
- b. Employees should notify Human Resources.
- c. Individual should stay home as much as possible until illness resolves. If individual must be on campus they should be prepared to provide letter from the healthcare provider that they are cleared to return to campus.
- d. Individuals unable to be cleared by a healthcare professional should isolate for 10 days after the onset of symptoms and at least 2 days without a fever.

**5. INDIVIDUAL SELF-REPORTS A POSITIVE LAB TEST FOR COVID-19, BUT IS OUTSIDE OF MARIN COUNTY WITH NO DIRECT CONTACT TO CAMPUS WITHIN 14 DAYS.**

- a. Notify your supervisor or instructor.
- b. Employees should notify Human Resources.
- c. Contact your healthcare provider for care and advice.

**6. INDIVIDUAL OR PUBLIC HEALTH AGENCY REPORTS A POSITIVE LAB TEST FOR COVID-19, AND HAS HAD DIRECT CONTACT TO CAMPUS WITHIN 14 DAYS.**

- a. Notify the District via email to Lindsay Bacigalupi at [Lbacigalupi@marin.edu](mailto:Lbacigalupi@marin.edu).
- b. Obtain or provide the following information:
  - M00# of affected person and contact information including mailing address and phone number.
  - All locations on campus individual occupied,
  - PPE and social distancing protocols adhered to.
  - Time of symptom onset
  - Date of COVID-19 test
- c. Notify supervisor or instructor(s).
- d. The District will notify Maintenance and Operations for space decontamination.
- e. Employees should notify Human Resources.
- f. The District will notify Marin County Health and Human Services COVID-19 contacts and follow their guidelines. The District will advise the individual(s) regarding actions necessary for returning to campus. A letter from their healthcare provider that they are cleared to return to campus may be required.
- g. The District will work with Marin County Health and Human Services, Student Health Services and other college departments as necessary to determine potential exposure to individuals on campus and notify these individuals via mail and email according to guidelines.
- h. All positive COVID-19 cases determined to affect exposure on campus will be recorded, kept in strict confidentiality, with notification of each potential or known exposure sent to Dr. David Wain Coon, Superintendent/President.