



## COVID-19 Campus Exposure Procedures For Employees and Students

### EMPLOYEE PROCEDURES

#### IF...

An **employee** experiences symptoms or has a confirmed case of COVID-19



#### THEN...

- contact Melisa Bond immediately
- do not return to campus for 10 days after symptoms have subsided or after receiving a negative COVID-19 test
- any exemption to this requirement must be approved by the President
- documentation of the exposure may be required

#### IF...

An **employee** comes in direct contact with an individual who has been infected with COVID-19



#### THEN...

- contact Melisa Bond immediately
- do not return to campus for 10 days after symptoms have subsided or after receiving a negative COVID-19 test
- any exemption to this requirement must be approved by the President
- documentation of the exposure may be required

### STUDENT PROCEDURES

#### IF...

A **student** experiences symptoms or has a confirmed case of COVID-19

#### THEN...

- contact your instructor(s) immediately; they will notify the Vice-President of Instruction
- do not return to campus for 10 days after symptoms have subsided or after receiving a negative COVID-19 test

- any exemption to this requirement must be approved by the President
- Note: students who have COVID-19 or such symptoms will not be counted absent for the purpose of removal from class and will be given extended time, as appropriate, to complete assignments
- documentation of the exposure may be required



**IF...**

A student comes into contact with an individual who has been infected with COVID-19

**THEN...**

- contact your instructor(s) immediately; they will notify the Vice-President of Instruction
- do not return to campus for 10 days after symptoms have subsided or after receiving a negative COVID-19 test
- any exemption to this requirement must be approved by the President
- Note: students who have COVID-19 or such symptoms will not be counted absent for the purpose of removal from class and will be given extended time, as appropriate, to complete assignments.
- documentation of the exposure may be required

