

Protocol for Positive COVID-19 Case

Employees and students who have tested positive for COVID-19 must immediately notify the appropriate college administrator:

Dean of Student Services – Chad Inabinet, Email: ceinabinet@westshore.edu

Office: 231-843-5965

Director of Human Resources – Debbie Campbell, Email: djcampbell@westshore.edu

Office: 231-843-5819

POSITIVE TEST RESULT – Individuals are directed to stay at home in isolation and to seek medical attention if necessary. Individuals should not return to campus for at least 5 days (see below), and are advised to contact their instructor or supervisor and follow normal absence procedures.

LENGTH OF ISOLATION*

Had symptoms: End isolation after 5 full days if fever free (without the use of fever-reducing medication) **AND** symptoms are improving. Can return to campus wearing a mask for an additional 5 days after isolation.

Did NOT have symptoms: End isolation after 5 full days after positive test. Can return to campus wearing a mask for an additional 5 days after isolation.

Were severely ill with COVID-19: Employee should isolate for 10 days. Consult doctor before ending isolation.

CAMPUS RESPONSE NOTIFICATIONS/RESPONSIBILITIES

- The Director of Human Resources and Dean of Student Services are responsible for notifying Executive Leadership and coordinating contact tracing as needed.
- The Director of Human Resources and Dean of Student Services, in consultation with Executive and Academic Leadership and District Health Department #10, are responsible for determining the impacted campus community based on case specific information, and sending any required Clery notification.
- The Director of Facilities will be kept up-to-date on cases and will continue cleaning and disinfecting protocols.
 - CDC Cleaning & Disinfecting protocol will be followed.
- Supervisor
 - Supervisor must protect the confidentiality of the employee. Legally, the employee cannot be identified by name without consent. DO NOT disclose to other staff or third persons the name or other personal or health information of the employee.
 - Supervisor will handle timesheet per normal process.
 - Director of Human Resources will communicate with the supervisor on anticipated return to work date.

**In accordance with CDC guidance. All cases will be handled on an individual basis with a goal of consistency. District Health Department #10 will be consulted and provide guidance in any situations that do not fall within normal recommendations.*