COVID-19 Self-reporting Procedure
(Text Only Version)

IF
Student/Employee Tests Positive for COVID-19
OR
Student/Employee was in close contact (less than 6 ft. for >15 minutes) with someone who tests positive for COVID-19

THEN
Student/Employee contacts HR_COVID-19@highlands.edu and informs of the situation. HR gathers information about any in-person classes to determine if protocols were followed. HR asks student to be in touch with their instructors and informs student of quarantine/isolation requirements depending on the situation.

THEN
Student/Employee will quarantine for 14 days from the onset of their positive symptoms, or the date the specimen was collected that resulted in the positive test result.

THEN
If protocols were not followed, HR informs instructor and class to quarantine for 14 days from the onset of the positive student's symptoms, or the date the specimen was collected that resulted in the positive test result. Instructors for all students under quarantine are notified.
OR
If protocols were followed HR informs instructors of the range of days the student will not be in class or will not be participating in online classes.

THEN
HR informs DPH of the positive case and reports any relevant contact tracing information

ALSO

IF
Student or instructor reports a situation but the student was not positive for COVID-19 or in close contact with a positive individual or was in contact with second generation of COVID -19

THEN
Student or instructor informs HR_COVID-19@highlands.edu. If protocols were followed with face coverings and staying greater than six feet from others, HR informs student or instructor that it is not necessary to quarantine.

ADDITIONALLY
Guidance offered by the CDC for positive cases:
Isolate: *Stay at home and separate from others within the household by staying in a specific room or area and by using a separate bathroom (if available). You can be around others after 10 days when you have been fever-free for 24 hours without the use of fever reducing medicine and after symptoms improve.*
Quarantine: *Stay at home for 14 days and monitor your health by checking temperature two times a day and watch for symptoms of COVID-19.*
Self-Monitor: *Continue to perform normal functions while taking every day preventative steps, following institutional protocols and being alert to the development of symptoms.*