



DO NOT COME TO CAMPUS IF YOU ARE SICK, OR HAVE BEEN EXPOSED TO A KNOWN CASE OF COVID 19.

Procedures/FAQ's for COVID-19 Symptoms or Exposure

What do I do if I develop any symptoms consistent with COVID-19 OR test positive?

Do not come to campus. Notify your supervisor. Complete the COVID-19 Self Reporting form on the SRTC website COVID-19 information page as soon as possible and as accurately as possible. PLEASE ANSWER ALL OF THE QUESTIONS. (The form may be completed on a mobile device.) It's not necessary to call the Exposure Control number after you submit a form unless you have a question that needs to be addressed right away.

Those that are symptomatic of COVID-19 will need to self-isolate for a minimum of **10 days**. You will receive instructions which will include a return date by email as soon as possible, but it may be **24 to 48 hours** before you receive that email. Self-Reporting Forms are normally answered *during normal business hours* only. YOU ARE **NOT** AUTHORIZED TO RETURN UNTIL YOU HAVE BEEN GIVEN A RETURN DATE BY EXPOSURE CONTROL (again, that return date will be a **minimum of 10 days** after onset of symptoms).

What do I do if I am exposed to someone who has tested positive for or is symptomatic of COVID-19?

Do not come to campus. Notify your supervisor. Complete the COVID-19 Self Reporting form on the SRTC website COVID-19 information page as soon as possible and as accurately as possible. PLEASE ANSWER ALL OF THE QUESTIONS. (The form may be completed on a mobile device.) It's not necessary to call the Exposure Control number after you submit a form unless you have a question that needs to be addressed right away.

Someone who has been exposed will have to self-quarantine for a minimum of **14 days**. You will receive instructions which will include a return date by email as soon as possible, but it may be **24 to 48 hours** before you receive that email. Self-Reporting Forms are normally answered *during normal business hours* only. YOU ARE **NOT** AUTHORIZED TO RETURN UNTIL YOU HAVE BEEN GIVEN A RETURN DATE BY EXPOSURE CONTROL (again, that will usually be a **minimum of 14 days** after exposure.)

Someone who develops symptoms of or test positive for COVID-19 **during the 14-day quarantine period** after an exposure will then fall back to the 10-day isolation period for symptomatic or positive persons. Example: If you are quarantined for 14 days, and on day 13 you develop symptoms, you will be out for another 10 days (minimum).

A **NEGATIVE TEST** result **WILL NOT** end your quarantine period any earlier. A person who has been exposed and becomes symptomatic of COVID-19 may still test negative soon after the exposure. *We do not use any testing strategy for determining a return to work or class date.*

Note: Someone who became symptomatic of COVID19 and had a critical illness (was hospitalized) OR who has been *diagnosed by a physician as Severely Immunocompromised and becomes symptomatic* will need to self-isolate for at least **20 days**. It is *NOT necessary* for that person to share what specific medical condition led to the being considered Severely Immunocompromised by a physician, only that his or her physician has stated that the condition exists.

What if I am exposed and I have had COVID-19 in the past?

Someone who is exposed within 3 months from onset of symptoms (and/or a positive lab test) of a prior lab confirmed case of COVID-19 will not need to self-quarantine. Again, that is only for a 3-month period following lab confirmed case.

When to expect an email from Exposure Control after submitting a Self-Reporting form:

Normally, forms will be answered within 24 – 48 hours on a normal business day. It is possible for delays depending on the number of cases reported. **DO NOT** return to any SRTC campus/facility, including clinic, until you have been cleared by Exposure Control via email.

Exposure Control operating hours: Monday – Thursday from 8:00am – 5:00pm. Forms will NOT be answered after operating hours, including weekends (Friday – Sunday), holidays, and college closures.

Definitions:

Exposure:

➤ **Direct Contact (aka Close Contact):**

- Within 6 feet of someone for 15 minutes or more from 48 hours (about 2 days) before onset of symptoms or positive COVID-19 test
 - 15 minutes consecutively, or a total of 15 minutes over a 48-hour period
 - Date test was taken, not date results received (unless results returned same day)
- Any period of time if there was direct physical contact with another person (kissing, hugging, etc.)
- You are considered “exposed” if you live in the same house with the symptomatic person, regardless of exposure distance or exposure period.

Lab Confirmed: a positive COVID-19 test result from a testing facility

Symptomatic: exhibiting any possible symptoms of COVID-19

Asymptomatic: positive test with no symptoms of COVID-19 present

Symptoms:

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19.

FAQ's:

I don't think I have COVID-19, I usually get a sick this around this time every year. Do I still have to report it? *Yes. If your symptoms are consistent with COVID-19 (one or more), then it must be reported to Exposure Control, and you will most likely be required to self-isolate. You cannot return to campus until cleared by Exposure Control.*

If I have to quarantine (self-isolate) will I be penalized for missing class/work? Instructors will work with students to make up any work missed because of being out on quarantine. Students should communicate with their instructors as soon as possible if they will be out. Faculty and Staff have leave options available, including an additional 80 hours of sick leave provided by the FFCRA. Depending on the job position, employees may be able to work remotely. Telework must be approved by the employee's supervisor.

Note: *Any days missed after the assigned return date from Exposure Control will NOT be counted as absence due to COVID-19 and must be further discussed with your instructor(s) or supervisor. Exposure Control is only responsible for quarantining during the contagious stage of the virus.*

I submitted my form and it has been more than 48 hours and I have not received an email from Exposure Control. Do I return to campus anyway? **No.** *It may take longer than 48 hours to answer your self-reporting form depending on the number of cases being reported. There may also be a delay after returning from holidays or extended weekends. Self-Reporting forms are not processed during holidays, weekends, or after business hours.*

When there are a significant number of forms submitted within a short time period, they are all reviewed first for situations in which a person may not have to self-quarantine. Those forms are prioritized, to enable those that do not need to quarantine to return to work/class as soon as possible.

Who do I speak with concerning FFCRA leave? Your supervisor and Human Resources. Exposure Control may provide the form to you as a courtesy in the email you receive regarding your return date, but that form must be completed and returned to Human Resources. PLEASE DO NOT return the form to Exposure Control!

DISCLAIMER: CDC and GA DPH Guidance changes as new information is gained on COVID-19. The guidance described in this document was accurate on the day it was distributed. HOWEVER, if new guidance has been issued at the time of your report and before this document is updated, *you will be given instructions based on the newest guidance.* This document is for general information only and is NOT binding.

Updated: 11/18/2020