**Employee Protocol - Confirmed COVID-19 Case**

Employees who have tested positive for COVID-19 must immediately notify the Executive Director of Human Resources – Cathy Kubiak. Text message in preferred.

Email: cathykubiak@grcc.edu  
Cell Phone: 616.340.2810  
Office: 616.234.3971

GRCC could also receive notification directly from the local County Health Departments.

<table>
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<th>POSITIVE TEST RESULT:</th>
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<td>Employee will be directed to stay at home in isolation and contact Primary Healthcare Provider.</td>
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Employee may return to work/campus:
1. After at least 24 hours of no fever without the use of fever reducing medications (i.e. Tylenol®, Motrin®, etc.)  
   AND  
2. Symptoms have significantly improved  
   AND  
3. It has been at least ten (10) days from the initial start of symptoms for symptomatic positives and ten (10) days from test, for asymptomatic positives. *

- Employee will be advised to contact their supervisor and follow normal absence procedures.  
  *In accordance with CDC guidance, updated 7.20.2020*

**CAMPUS RESPONSE NOTIFICATIONS/RESPONSIBILITIES**

Executive Director of Human Resources is responsible for notifying Executive Leadership and:

**GRCC Chief of Police**

The Chief of Police is responsible to communicate the positive case to the Kent County Health Department. The Kent County Health Department will contact other local health departments if needed and initiate any required contact tracing. The Kent County Health Department will advise the institution on additional response requirements.

The Chief of Police, in consultation with Executive and Academic Leadership and the Kent County Health Department is responsible for determining the impacted campus community based on case specific information and sending any required Clery notification. Individuals who are determined to have had a higher level of exposure will be notified directly by the local Health Department.

The Executive Director of Human Resources and/or Campus Police will communicate with the Executive Director of Facilities to initiate cleaning and disinfecting protocols:
- Impacted area(s) will be closed until cleaning and disinfecting is complete
- Area closed for 24 hours prior to cleaning and disinfecting
- CDC Cleaning & Disinfecting protocol will be followed

**Supervisor**

- Supervisor must keep information confidential
- Supervisor approves timesheets per normal procedures
- Exec Director of HR will communicate with the supervisor the anticipated return to work date

_All cases will be handled on an individual basis with a goal of consistency. The Kent County Health Department will be consulted and provide guidance in any situations that do not fall within normal recommendations._

01/08/2021