Employee Protocol After Possible High Risk COVID-19 Exposure

High Risk Exposure - In order to be considered “high risk” they must meet one of the following criteria:
- Living with or caring for a COVID-19 positive individual
- Have direct physical contact with a COVID-19 case (e.g. shaking hands)
- Have been coughed or sneezed on by an infected person
- Spent at least 15 minutes within six feet of a person with COVID-19

Excluding Health Care Workers/Students caring for individuals in an official health care facility using proper PPE

Do you have symptoms?

YES – Contact your primary health care provider; get tested:

Pending Results – Stay at home in isolation until results are received

POSITIVE TEST RESULT – Stay at home in isolation. Employee can return to work after at least 24 hours of no fever without the use of fever reducing medications (i.e. Tylenol®, Motrin®, etc.) AND symptoms have significantly improved AND ten days have passed since the initial start of symptoms.*

NEGATIVE TEST RESULT – Quarantine and self-monitor. Employee should self-quarantine (not leave the house unless absolutely necessary) for 14 days from time of known exposure and self-monitor for symptoms.

If symptoms develop, contact your primary health care provider; get tested and follow testing guidelines. If symptoms develop and employee does not get tested, employee can return to work after at least 24 hours of no fever without the use of fever reducing medications (i.e. Tylenol®, Motrin®, etc.) AND symptoms have significantly improved AND ten days from start of symptoms.*

NO – Known High Risk exposure (direct contact), no symptoms:

QUARANTINE & SELF-MONITOR – Employee should self-quarantine for 14 days after the last date of known exposure and self-monitor for symptoms. If symptoms develop, contact your primary health care provider; get tested and follow testing guidelines.*

If symptom free after 14 days, employee may return to campus.

*In accordance with CDC and Kent County Health Department guidance.

GRCC Procedures

1. Employees who have a known high-risk exposure must immediately contact the Executive Director of Human Resources – Cathy Kubiak. Text message is preferred.
   Email: cathykubiak@grcc.edu   Cell Phone: 616.340.2810   Office: 616.234.3971

2. The Executive Director of Human Resources will follow-up and gather information (how they are feeling, last time on campus, locations, symptoms, doctor involvement, known exposure, etc.). Employees will be advised to contact their supervisor and follow normal absence procedures. The Executive Director of Human Resources will follow-up with Academic Deans, as needed, to arrange class coverage.

3. Employees will be encouraged to get tested and advised to follow protocol listed above.

 IF EMPLOYEE REPORTS DEVELOPING SYMPTOMS, FOLLOW SYMPTOMS PROTOCOL
 IF NOTIFIED THAT EMPLOYEE TESTS POSITIVE, FOLLOW CONFIRMED COVID CASE PROTOCOL

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