Employee Protocol After Possible High Risk COVID-19 Exposure

High Risk Exposure - In order to be considered “high risk” students must meet one of the following criteria:

• Living with or caring for a COVID-19 positive person
• Have direct physical contact with a COVID-19 case (e.g. shaking hands)
• Have been coughed or sneezed on by an infected person
• Have been within six feet of a person with COVID-19 within the past 10 days, for a cumulative total of 15 minutes or more over a 24-hour period, starting 2 days before their illness onset or their testing date if no symptoms*.

*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 Healthcare Provider and get tested

Pending Test Result – Stay at home in isolation until test result is received

POSITIVE TEST RESULT: Stay at home in isolation. Employee can return to work/campus after:
1. At least 24 hours of no fever without use of fever reducing medications (i.e. Tylenol®, Motrin®, etc.)

   AND

2. Symptoms have significantly improved

   AND

3. It has been at least 10 days from the initial start of symptoms. *

NEGATIVE TEST RESULT: Stay at home in quarantine. Employee can return to work/campus after:
1. Self-quarantined for 14 days from time of last known exposure (Do not leave the house unless absolutely necessary) and self-monitor for symptoms and contact your Primary Healthcare Provider if needed.

   a. If living with COVID-19 positive person, you must stay home:
      i. while that person is waiting for their test results and while they are in isolation -10 days

         AND

      ii. for 14 days after last exposure to house member; self-monitoring for symptoms -14 days

NOT TESTED: Stay at home in isolation and follow steps for POSITIVE TEST RESULT

NO: No Symptoms following a Known High-Risk Exposure (direct contact)
1. Employee must self-quarantine a minimum of 10 days from time of last exposure (Do not leave home unless absolutely necessary) and continue to self-monitor for symptoms for 14 days after last date of exposure.

   a. If living with COVID-19 positive person, you must stay home:
      i. while that person is waiting for their test results and while they are in isolation -14 days

         AND

      ii. for 14 days after last exposure to house member; self-monitoring for symptoms - 14 days

   2. If symptoms develop, contact your Primary Healthcare Provider, get tested, and follow YES guide above

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

*In accordance with CDC and Kent County Health Department guidance updated 04/08/2021

**Quarantine is not required for fully vaccinated individuals (Two weeks post second dosage and less than three months since second dose)

GRCC Procedures: Employee responded YES to the symptom screening questions or direct contact with a positive person.
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