

## Yuba Community College District

### Protocol for Faculty & Staff when a Student Discloses They are Experiencing COVID-19 Symptoms

The following protocol is to be followed when a student informs a faculty or staff member that they are experiencing COVID-19 symptoms.

#### ***Steps 1 through 5 are for the faculty or staff member that receive the notification***

- Step 1: Thank the student for coming forward and notifying you.
- Step 2: **Ask if they have sought medical care. If so, great. If not, refer them to the document: *Information If You May Be Experiencing COVID-19 Symptoms*.** A copy of that document is attached to this protocol, and can be found on the Coronavirus Update section of the district's website; [www.yccd.edu](http://www.yccd.edu).
- Step 3: Ask if they could share basic information on how they may have been exposed. If they have been tested, do they know the results?
- Step 4: Let them know that you will be contacting your Dean/Department Director to make them aware of the situation, and let them know that either the Dean or another Administrator from the college will be contacting them by the end of the day for follow-up.

Ensure them that you will keep their information in strictest confidence, but that you will need to share it with College leadership to ensure student safety.

***Please note: Legal counsel has advised us that under no circumstances should faculty, administrators, or staff disclose the name of a student who has self-diagnosed or has a confirmed case of COVID-19 to other students or members of the public, and disclosure should be on a need to know basis with respect to sharing with college or district employees.***

- Step 5: Immediately contact the Dean of Student Services to notify them about the student. Please have the student's full name and ID available for the Dean.
- Step 6: If the student notified you in person (face to face) inform the Dean of Student Services, leave the campus and start self-quarantine according to public health guidelines or until the student that notified you has been cleared through testing.
- If they notified you over the phone or by email this step is not necessary.
- Step 7: Document the activity that took place during Steps 1 through 6 and send it via email to Vice Chancellor Lolland at [slolland@yccd.edu](mailto:slolland@yccd.edu). Please copy the Dean of Student Services and your College President on the email.

#### ***Steps 8 through 12 are for the Dean of Student Services***

- Step 8: Thank the faculty or staff member for contacting you. Let them know that you will be reporting it to the President's Office, and through the President's Office it will be reported to county public health officials.
- Step 9: Document the student's name, and College ID number
- Step 10: Obtain a copy of the student's class schedule and then notify the student's other instructors that, for personal reasons, the student will be absent from class for the immediate future.

- Step 11: Contact M&O to let them know a classroom has been/or may have been exposed to COVID-19 so additional cleaning can be undertaken.
- Step 12: Document the activity that took place during Steps 8 through 11 and send it via email to Vice Chancellor Lolland at [slolland@yccd.edu](mailto:slolland@yccd.edu). Please copy the faculty or staff member that was initially contacted and your College President.

***The remaining steps are for the College President or their designee***

- Step 13: Call the student and confirm the information that was received. Let the student know you will be contacting the County Department of Public Health.

Remind the student that they need to stay at home until they have been cleared by a doctor. When they return to campus they should bring documentation indicating that they have been cleared to return. Documentation should be provided to their instructor.

Let them know that all of their instructors have been informed that they will not be in attendance for personal reasons.

Ask to be kept informed of their status as they go through a self-quarantine period and/or recover from their symptoms.

- Step 14: Contact the Public Health Department to notify them of the Student's name and contact information to ensure they are aware.
- Step 15: Document the activity that took place during Steps 12 through 13 and send it via email to Vice Chancellor Lolland at [slolland@yccd.edu](mailto:slolland@yccd.edu), and copy CHRO Donald Grady at [dgrady@yccd.edu](mailto:dgrady@yccd.edu).

**The designated point of contact with County Health Officials are Dr. Pimentel for Yolo, Colusa and Lake Counties and Dr. Lolland for Yuba and Sutter Counties. All communication with county health officials need to go through them.**

# Yuba Community College District

## Information if You May Be Experiencing COVID-19 Symptoms

Version 2.0  
03.13.2020

Symptoms of the COVID-19 (Coronavirus) may include the following:

Fever   ☐   Cough   ☐   Difficulty Breathing   ☐   Running Nose   ☐  
Headache   ☐   General feeling of not being well.

*Source: California Department of Public Health*

If you are experiencing COVID-19 symptoms, please be advised to do the following:

- 1) Stay home and seek medical assistance.
  - a. Contact your health care provider by phone for assessment. It is recommended that you call ahead and not just show up at their offices.
  - b. If you do not have a health care provider, contact the college health services office by telephone.
    - Woodland Community College: (530) 661-7758
    - Yuba College: (530) 740-1749
  - c. If the college health services office is not available, you should contact the county public health office in which you reside.
    - Colusa County Public Health: (530) 458-0250
    - Glenn County Public Health: (530) 934-6588
    - Lake County Public Health: (707) 263-1090
    - Sutter County Public Health: (530) 822-7215
    - Yolo County Public Health: (530) 666-8643
    - Yuba County Public Health: (530) 749-6311
- 2) Separate yourself from other people and animals in your home
- 3) Wear a facemask when you are around other individuals.
- 4) Continue to follow the recommended prevention measures.
  - Wash your hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.
  - Avoid touching your eyes, nose, and mouth with unwashed hands.
  - Avoid close contact with people who are sick.
  - Stay home when you are sick.
  - Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
  - Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
  - Avoid sharing personal household items – dishes, cups, towels, bedding, etc...
  - Clean all “high-touch” surfaces everyday

*Source: Center for Disease Control*

5) Monitor your symptoms

- Seek prompt medical attention if your illness is worsening (e.g., difficulty breathing).
- Persons who are placed under active monitoring or facilitated self-monitoring should follow instructions provided by their local health department or occupational health professionals, as appropriate.
- If you have a medical emergency and call 911, notify the dispatcher that you have, or are being evaluated for COVID-19. If possible, put on a facemask before emergency medical services arrive.