

Yuba Community College District

Protocol for Faculty & Staff when an Individual Exhibits Symptoms or Discloses they are Experiencing COVID-19 Symptoms

(Version 5.0 – 05.25.2020)

The following protocol is to be followed when a faculty or staff member identifies an individual that is exhibiting symptoms or an individual discloses that they are experiencing COVID-19 symptoms.

According to the CDC, individuals with COVID-19 have had a wide range of symptoms – ranging from mild 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, Loss of taste or smell, Sore throat, Congestion or runny nose, Nausea or vomiting, Diarrhea.

What to do if an individual at the district office or on a campus exhibits symptoms?

Whether it is an employee or a student, any individual on district property that is sick or exhibiting symptoms of COVID-19 should be sent home.

The following steps are to be followed if an individual discloses to a faculty or staff member that they are experiencing symptoms or may have been exposed to COVID-19.

Steps 1 through 6 are to be followed by the faculty or staff member that receives the notification from an individual.

Step 1: Thank the individual for coming forward and notifying you. **If they are on campus at the time of notification, inform them that they must go home.**

Step 2: **Ask if they have sought medical care. If they have not, refer them to the document: *Information If You May Be Experiencing COVID-19 Symptoms*.** This included notifying the local county public health office to arrange a COVID-19 test. 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.

Step 3: Let them know that you will be contacting your Dean or Supervisor to make them aware of the situation. Let them know that either the Dean or another Administrator will be contacting them by the end of the day for follow-up.

Ensure them that their disclosure is confidential and will only be shared with College administration 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 4: If a student, immediately notify the Dean of Student Services. Please have the student's full name and ID available for the Dean.

Step 5: If the individual notified you in person (face-to-face) inform the Dean of Student Services, or your supervisor, leave the campus and start self-quarantine according to public health guidelines or until informed that the individual has been cleared through testing.

If you are notified over the phone or by email this step is not necessary.

Step 6: Document the activity that took place during Steps 1 through 5 and send it via email to Vice Chancellor Lolland at slolland@yccd.edu.

Steps 7 through 11 are for the Dean of Student Services

Step 7: 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 8: Document the student's name, and College ID number

Step 9: If a student, obtain a copy of their 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 10: 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 11: Document the activity that took place during Steps 8 through 11 and send it via email to Vice Chancellor Lolland at 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 12: Call the student and confirm the information that was received. Let the individual know you will be contacting the County Department of Public Health.

Step 13: 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, and copy CHRO Donald Grady at 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 3.0 – 05.25.2020)

According to the CDC, individuals with COVID-19 have had a wide range of symptoms – ranging from mild to severe illness. Symptoms may appear 2-14 days after exposure to the virus. Symptoms of COVID-19 may include:

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

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

1) **Stay home, monitor your symptoms and if necessary 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 public health office for the county 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**

- a. As much as possible, stay in a specific room and away from other people and pets in your home. If possible, you should use a separate bathroom. If you need to be around other people or animals in or outside of the home, wear a cloth face covering.

3) **Monitor Symptoms**

- a. Follow care instructions from your healthcare provider and local health department. Your local health authorities may give instructions on checking your symptoms and reporting information.
- b. When to Seek Emergency Medical Attention: Look for emergency warning signs for COVID-19. If you are showing any of these signs, seek emergency medical care immediately: Trouble breathing; Persistent pain or pressure in the chest; New confusion; Inability to wake or stay awake; Bluish lips or face. **This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.*

4) **Wear a facemask when you are around other individuals**

5) **Continue to follow the recommended prevention measures**

- a. 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.
- b. Avoid touching your eyes, nose, and mouth with unwashed hands.
- c. Avoid close contact with people who are sick.
- d. Stay home when you are sick.
- e. Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- f. Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- g. Avoid sharing personal household items – dishes, cups, towels, bedding, etc...
- h. Clean all “high-touch” surfaces everyday

Source: Center for Disease Control