Protocol for Suspected/Confirmed Student/Visitor Cases of COVID-19

Policy:

Kilgore College values the health and safety of students, employees, and visitors to its campuses and facilities. As such, the College requires that students or visitors who have signs or symptoms of COVID-19 or who have been diagnosed with COVID-19 must not visit any KC campus, facility, or other location at which instruction is delivered. Students/visitors who have been exposed to a person diagnosed with COVID-19 or suspected of having COVID-19 must not visit any KC campus, facility, or other location at which instruction is delivered.

The College expects all students and visitors to self-report to a College employee if they begin to show symptoms of COVID-19 while at a College campus/facility or other instructional site.

Procedures:

Students and visitors will be encouraged through social medial, email, posters, etc.to self-monitor for any symptoms of COVID-19 according to current CDC guidelines published at https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html

It is the responsibility of the student/visitor to follow-up with the individual’s physician/healthcare provider if needed and to abide by the provider’s directive of when it is safe for the student/visitor to return to a KC campus, facility, or other instructional site.

If a student or visitor is diagnosed with COVID-19, it is the responsibility of the student/visitor to notify the College by contacting the Office of the Executive Vice President/Chief Student Affairs Officer at (903) 983-8189. Employees who become aware of a confirmed student/visitor case of COVID-19 should immediately notify the Office of the Executive Vice President/Chief Student Affairs Officer. That office will then initiate contact tracing.

The following steps will be followed as appropriate based on the results of contact tracing:

1. The Office of the Executive Vice President/Chief Student Affairs Officer will contact the College’s facilities contractor to initiate actions outlined in the “Infectious Disease Facility Protocol Policy.”
2. The Office of the Executive Vice President/Chief Student Affairs Officer will notify the director of human resources, who will contact and advise any employees identified as having interaction with the student/visitor.
3. If the confirmed case involves a student participating in face-to-face classes on campus, the Office of the Executive Vice President/Chief Student Affairs Officer will notify, the vice president
of instruction and the appropriate dean(s). The vice president of instruction and dean(s) will determine any appropriate changes in instruction based upon the level of exposure of others to the infected student.

4. If the confirmed case involves a student participating in clinicals, the department leader will notify the appropriate personnel at the clinical site.

5. If the confirmed case involves a student participating in an internship or co-op, the teacher of record for the internship/co-op will notify the student’s supervisor at the internship/co-op site.

6. The appropriate dean’s office will notify affected students and will explain any changes in instruction and whether students will be required to self-quarantine. The notification methods will be as follows:
   - Initial notification via phone call
   - Follow up by KC email if phone call is unsuccessful
   - Ongoing communication on next steps provided through KC email or Remind app, if available.

Students who have recovered from COVID-19 must provide a medical release to the Office of the Executive Vice President/Chief Student Affairs Officer in order to return to a KC campus, facility, or other instructional site.