



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

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

*Approved by and date:*

*Board of Trustees*

08/24/2020

*Executive Leadership Team*

08/12/2020

#### **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 had close contact with a person diagnosed with COVID-19 must not visit any KC campus, facility, or other location at which instruction is delivered. Students who are in health sciences programs and are learning in a clinical setting will follow CDC guidance to healthcare professionals on exposure levels.

#### **Procedures:**

*Approved by and date:*

*Executive Leadership Team*

08/12/2020

Students and visitors will be encouraged through social media, 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. Students must also follow any program-specific procedures for returning to campus (e.g., Housing procedures, Nursing procedures, etc.).

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/visitors diagnosed with COVID-19 must meet the following criteria to be able to return to a KC campus, facility, or other instructional site:

- At least 10 days have passed since symptom onset; and
- At least 3 days (72 hours) have passed since resolution of fever without the use of fever-reducing medications (this period can be within the 10 days in the bullet above), and
- Other symptoms have improved.

Students who are in health sciences programs and are learning in a clinical setting may be required to meet different criteria before being allowed to return to the clinical site. Students/visitors must communicate with the Office of the Executive Vice President/Chief Student Affairs Officer to seek permission to return after recovery from COVID-19.