

CVCC On-Campus Employee Has Positive COVID-19 Test, Direct COVID-19 Exposure, or COVID-19 Symptoms and Notifies Supervisor

Supervisor notifies Randall Franklin (HR) and Jeff Sydenstricker (Campus Safety) and submits required information.

Sydenstricker contacts VDH for guidance, notifies VCCS and DOLI as appropriate and COVID-19 Committee

Lewis Bryant schedules cleaning and disinfecting with the CVCC COVID-19 cleaning protocols.

Franklin follows-up with employee and notifies employees who were close contacts of their isolation/quarantine timeline (and their supervisor as appropriate). Muriel Mickles will notify any students impacted.

ALL - Reinforce health and safety protocols for students and employees

Kris Ogden writes update for CVCC COVID-19 Confirmed Cases webpage and sends to Chris Bryant to be posted

Franklin to verify eligibility of employees to return to work.

Mickles to verify eligibility of students to return to in-person on campus.

For the health and safety of the community, the CVCC Reopening Plan embraces the governor's recommendation that everyone is "safer at home." For students and employees who are approved to come to campus CVCC will rely on information and guidance issued by the Centers for Disease Control and Prevention (CDC), the Virginia Department of Health (VDH) and local public health officials per the [CVCC Contagious Disease Policy](#).

CVCC Steps for On-Campus Employee with Positive COVID-19 Test, Direct COVID-19 Exposure, or COVID-19 Symptoms:

- 1) **Employee** notifies supervisor of a positive COVID-19 test result, direct COVID-19 exposure, or COVID-19 symptoms. An employee awaiting test results should not be on campus per the Faculty and Staff Health Safety agreement.
- 2) **Supervisor** secures the following required information from the employee:
 - a. Date of onset of symptoms, if applicable
 - b. Date of COVID-19 test, if applicable
 - c. Date of COVID-19 test result, if applicable
 - d. Last date the employee was on the CVCC campus
 - e. Rooms and offices accessed by COVID-19 positive employee during last date on campus
 - f. Advises employee to prepare a list of any on-campus [close contacts](#). For COVID-19, a close contact is defined as any individual who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is

isolated (CDC, 2020). If in doubt about whether the interaction qualifies as close contact, err on the side of caution and include in the list.

- 3) Upon receiving notification from the employee, the **supervisor** sends the information to [Randall Franklin](#), Human Resources and [Jeff Sydenstricker](#), Campus Police.
- 4) The supervisor notifies **Lewis Bryant** of rooms accessed by COVID-19 positive employee and he schedules cleaning and disinfecting within the CVCC COVID-19 cleaning protocols.
- 5) Within 24 hours **Jeff Sydenstricker** submits positive case information to VDH, VCCS, and DOLI as appropriate.
- 6) **Jeff Sydenstricker** notifies the CVCC COVID-19 Committee (Capps, L. Bryant, Franklin, Mickles, Ogden, Sandidge, Sydenstricker) of positive cases.
- 7) Within 24 hours of notification, **Randall Franklin** follows up with the employee and with any close contacts with [quarantine](#) or [isolation](#) instructions and notifies the quarantined/isolated employee's supervisors as appropriate. CVCC quarantine and isolation decisions align with [CDC](#), [VDH](#), and the Commonwealth of Virginia's guidance for reopening of schools. Per the provisions of the Department of Labor and Industry (DOLI) 16VAC25-220, *Emergency Temporary Standard Infectious Disease Prevention* and at the discretion of the COVID-19 Committee, the Director of Human Resources for employees and the Vice President for Academic and Student Affairs for students. CVCC may require equivalent or greater levels of employee/student quarantine/isolation standards than those outlined by the CDC.
- 8) Within 24 hours of notification, **Muriel Mickles** follows up with any students included as close contacts of the positive employee. CVCC quarantine and isolation decisions align with [CDC](#), [VDH](#), and the Commonwealth of Virginia's guidance for reopening of schools. Per the provisions of the Department of Labor and Industry (DOLI) 16VAC25-220, *Emergency Temporary Standard Infectious Disease Prevention* and at the discretion of the COVID-19 Committee, the Director of Human Resources for employees and the Vice President for Academic and Student Affairs for students. CVCC may require equivalent or greater levels of employee/student quarantine/isolation standards than those outlined by the CDC.
- 9) Within 48 hours of notification, **Kris Ogden** will write an update on confirmed positive cases impacting campus and send it to **Chris Bryant** who will make sure it is posted to [the CVCC Confirmed COVID-19 Cases](#).
- 10) **ALL** will continue to reinforce health and safety for students and employees, promote telework and virtual learning, and to enforce the requirements with the Health and Safety agreements.
- 11) **Randall Franklin** will verify eligibility of employee to return to campus at the end of the quarantine/isolation period. **Muriel Mickles** will verify eligibility of students to return to campus at the end of the quarantine/isolation period.