WHAT TO DO IF YOU ARE:

**EXPERIENCING ANY COVID-TYPE SYMPTOMS***
- Identify Date of Start of Symptoms (Day Zero)
- Complete a Notification survey in the Qualtrics Verification System ASAP
- Self-monitor for any symptoms
- Await notification of release of quarantine to return to campus

**POTENTIALLY EXPOSED TO COVID**
- Identify Date of Exposure (Day Zero)
- Complete a Notification survey in the Qualtrics Verification System ASAP
- Self-monitor for any symptoms
- Await notification of release of quarantine to return to campus

**TESTED POSITIVE FOR COVID**
- Identify Date Positive Test was Taken (Day Zero)
- Complete a Notification survey in the Qualtrics Verification System ASAP
- Upload negative test results before 11:55 PM (if still positive, enter result and follow “Tested Positive” quarantine process)
- Await notification of release of quarantine to return to campus

*BEGIN QUARANTINE PROCESS*
- Students need to contact faculty and submit an excused absence request form for any assessment items. Employees need to contact their supervisor immediately.
- Follow all safety protocols & doctor-directed care; Test 5 days after Day Zero (PCR Test ONLY)
- Complete a Notification survey in the Qualtrics Verification System, uploading negative test results before 11:55 PM (if still positive, enter result and follow “Tested Positive” quarantine process)
- Await notification of release of quarantine to return to campus

*Symptoms of COVID-19 include:
- Fever (greater than 100.4°F)
- Severe headache
- Diarrhea / vomiting / recurrent abdominal pain
- Respiratory illness
- New or worsening cough
- Sore throat
- New shortness of breath
- Loss of smell / taste
- Unexplained bleeding or bruising
- Unusual fatigue
- New onset muscle aches or weakness
- New onset skin changes/rash
**FOLLOWING A POSITIVE COVID TEST**

### INTERNAL CONTACT TRACING STEPS:

<table>
<thead>
<tr>
<th>HR</th>
<th>DEAN OF STUDENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong></td>
<td>Inform Close Contact* employees of potential exposure and direct them to quarantine at home for 5 days</td>
</tr>
<tr>
<td><strong>2</strong></td>
<td>Instruct Close Contact employees to complete a Notification survey in the Qualtrics Verification System to report potential exposure</td>
</tr>
<tr>
<td><strong>3</strong></td>
<td>Instruct Close Contact employees to follow Qualtrics guidelines, monitor health &amp; upload any developing symptoms into the system</td>
</tr>
<tr>
<td><strong>1</strong></td>
<td>Inform Close Contact* students of potential exposure and direct them to quarantine at home for 5 days</td>
</tr>
<tr>
<td><strong>2</strong></td>
<td>Instruct Close Contact students to complete a Notification survey in the Qualtrics Verification System to report potential exposure</td>
</tr>
<tr>
<td><strong>3</strong></td>
<td>Instruct Close Contact students to follow Qualtrics guidelines, monitor health &amp; upload any developing symptoms into the system</td>
</tr>
</tbody>
</table>

*CDC defines Close Contact as: Someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period, starting from 2 days before illness or COVID test, until the time the patient is isolated.*

### CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Dir. of Human Resources</th>
<th>To schedule test, Call 480-970-0000</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Dean of Students</strong></td>
<td><strong>Medical Center</strong></td>
</tr>
<tr>
<td>Mary Catellier 480-222-9292</td>
<td></td>
</tr>
<tr>
<td>Ken Donnelly 480-252-7070</td>
<td></td>
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