**REPORTING GUIDELINES**
Symptoms of Illness/COVID-19 Exposure

**WHAT TO DO IF YOU ARE:**

**EXPERIENCING ANY COVID-TYPE SYMPTOMS***
- Complete a Notification survey in the Qualtrics Verification System *ASAP*
- Identify Date of Start of Symptoms (Day Zero)
- Follow all safety protocols & doctor-directed care; Test 5 days after Day Zero (PCR Test ONLY)
- Await notification of release of quarantine to return to campus
- Self-monitor for any symptoms

**POTENTIALLY EXPOSED TO COVID**
- Complete a Notification survey in the Qualtrics Verification System
- Identify Date of Exposure (Day Zero)
- Follow all safety protocols; Test 5 days after Day Zero (PCR Test ONLY)
- Await notification of release of quarantine to return to campus
- Self-monitor for any symptoms

**TESTED POSITIVE FOR COVID**
- Complete a Notification survey in the Qualtrics Verification System
- Identify Date Positive Test was Taken (Day Zero)
- Follow all safety protocols & doctor-directed care; Test 5 days after Day Zero (PCR Test ONLY)
- Repeat testing process, as necessary, until negative PCR test result
- 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.

**Reporting Guidelines**
Symptoms of Illness/COVID-19 Exposure

- 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
- Common cold symptoms
# INTERNAL CONTACT TRACING STEPS:

## HR

1. Inform **Close Contact** employees of potential exposure and direct them to quarantine at home for 5 days.

2. Instruct **Close Contact** employees to complete a Notification survey in the Qualtrics Verification System to report potential exposure.

3. Instruct **Close Contact** employees to follow Qualtrics guidelines, monitor health & upload any developing symptoms into the system.

## DEAN OF STUDENTS

1. Inform **Close Contact** students of potential exposure and direct them to quarantine at home for 5 days.

2. Instruct **Close Contact** students to complete a Notification survey in the Qualtrics Verification System to report potential exposure.

3. Instruct **Close Contact** students to follow Qualtrics guidelines, monitor health & upload any developing symptoms into the system.

---

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