

## STUDENT ON CAMPUS WITH + COVID RESULTS REPORTS TO FACULTY MEMBER

**Student**  
reports + results  
to faculty

### Faculty Member

- Confirms last day and locations on campus
- Helpful if faculty can gather any other information that may be useful
- Instructs student to contact school nurse (Laura Hill)
- Contacts school nurse with student's contact information to alert her of + student case
- Reports case to Dean
- Sends letter to students that Dean will generate
- Maintain confidentiality by not disclosing the student's name

### Dean

- Contacts O&M
- Contacts Scheduling
- Handles class cancellations
- Sends appropriate notification letter as determined by school nurse to faculty to forward to their students
- Sends notification to students if faculty unable to do so
- Contacts AVP

### School Nurse

- Reaches out to student if student does not contact her, get following information:
  - Where student was tested
  - Symptoms
  - Date of onset
  - Last day on campus and locations on campus
- Informs student what will be required to return to campus
- Follows CDC 6/15/48 guideline to identify those who are at risk of reported + case:  
*Individuals w/li 6 feet, greater than 15 minutes w/li 48 hours of symptoms need to self-isolate*
- Contacts Cook County Dept. of Public Health to report + case, provide student name and contact information
- Accepts Return to Campus note from Doctor
- Provides communication to faculty that student is able to return to campus classroom

### Scheduling

- Identify classes impacted by closing while cleaning area

### Operations and Maintenance

- Post signs of building closure
- Cleaning / sanitizing specified areas in building
- Identify time when building or area can reopen

### Student Services / Dean of Students

- School nurse gives name and relevant information to Dean of Students (DOS).
- DOS or assigned counselor connects with student
- Reaches out to other class instructors
- Offers to maintain contact with students to ensure readiness to return to class or navigate medical withdrawal without financial implication to student



Triton College

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