

STUDENT ON CAMPUS WITH + COVID RESULTS REPORTS TO SCHOOL NURSE

Student
reports + results
to school nurse
(Laura Hill)

School Nurse

- Attains following information from student:
 - Where student was tested
 - Symptoms
 - Date of onset
 - Last day on campus and locations on campus
 - Ask student their class schedule
- Informs student what will be required to return to campus
- Contacts Dean(s)
- Informs Dean(s) which notification letter to use
- Contacts Dean of Students
- Follows CDC 6/15/48 guideline to identify those who are at risk of reported + case:
Individuals w/i 6 feet, greater than 15 minutes w/i 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

Dean

- Contacts O&M
- Informs instructor(s)
- Handles class cancellations
- Sends appropriate notification letter as determined by school nurse to faculty to forward to their students
- Contacts AVP

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

Faculty Member

- Sends letter provided by Dean to students
- Maintain confidentiality by not disclosing the student's name

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

