

STUDENT ON CAMPUS WITH + COVID RESULTS REPORTS TO FACULTY MEMBER

Student

Reports + results to faculty

Faculty Member

- Faculty member will gather as much information as possible and share with the School Nurse
- Confirms last day and locations on campus
- 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
- Helpful if faculty can gather any other information that may be useful

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
- Contacts AVP of Communications and Institutional Advancement (as necessary)

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

Individuals assigned actions should perform them immediately upon notification.

