

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

## 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

## Faculty Member

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

## Scheduling

- Identify classes impacted by closing while cleaning area

Individuals assigned actions should perform them immediately upon notification.

