

What to do when someone is sick?

If a person develops COVID19-like symptoms **while on-campus**,

- Immediately inform your instructor or supervisor and promptly leave. Do not wait until class or the work day ends. Go home, if you do not feel well.
- Take note of the names of any people you may have come into direct-contact (closer than 6 feet) within the past 48 hours before symptoms began.
- Promptly report the situation to healthandsafety@seattlecolleges.edu. They will confidentially assist you with necessary procedures.

If a person develops COVID19-like symptoms **within 48 hours of being on-campus**,

Immediately, notify contact-tracers by emailing healthandsafety@seattlecolleges.edu. You will receive an automatic reply that request you complete this [COVID-19 Contact Tracing Survey](#) that your notification can be expedited, as necessary.

If a person develops COVID19-like symptoms **while off-campus**,

- Get tested using a rapid antigen test, as soon as possible.
- If symptoms developed **with 48 hours after being on-campus**,
- See the [campus entry procedures](#) to identify appropriately requirements for isolation/quarantine.
- **Notify your instructor** (or supervisor) that you will be absent.
 - You do not have to tell them about your COVID19 diagnosis/exposure but you do have to tell them to expect your absence and when your return date will be.
 - If they request validation on a COVID19 related absence or a written declaration from H&S, email healthandsafety@seattlecolleges.edu. You will receive an automatic reply that request you complete this [COVID-19 Contact Tracing Survey](#) and someone will be in touch with you within 1 – 2 business days. Expect/answer a call from the H&S team.

If someone at home is sick with COVID19,

See the [campus entry procedures](#) to identify appropriately requirements for isolation/quarantine.

If an instructor or supervisor is notified that **someone has tested positive for COVID19**,

- Do not notify others (including your supervisor or dean) the H&S team and the campus public information office will manage notifications of this kind.
- Instruct the individual to promptly report their situation to campus contact-tracers by emailing healthandsafety@seattlecolleges.edu.
- **Also**, confidentially notify the campus contact-tracers by emailing the following information to healthandsafety@seattlecolleges.edu. The person's:
 - Full name of the individual
 - SID/EMPLID
 - Contact phone number (if you have it)
 - When were they last on-campus and what do you know about the situation?

If an instructor or supervisor is **notified of an on-campus illness**,

- Direct the individual to immediately return home. If they cannot immediately leave:
 - Separate them from others using either permanent (e.g., wall/different room) or temporary barrier (e.g., plastic sheeting)
 - Ensure they wear a face covering;
 - Restrict the number of personnel entering isolation area
- Immediately contact H&S for instruction by calling 206.934.5522 (leave a message and await a call back) or email healthandsafety@seattlecolleges.edu.

Other important things to note:

- Faculty, staff, and students are **not to be making announcements** about someone else's personal health situation (even if the information is volunteered to you). Communications of that kind are managed by trained and authorized officials, only.
- Faculty, staff, and students **do not have the right** to ask for diagnostic information – such as COVID19 test results – especially, if you are in a position of authority.

When the H&S team is notified of a COVID19 case or illness:

When H&S receives a notification of someone infected with COVID19, the team works together to simultaneously complete the following:

Contact-tracers will contact and interview the individual. The goal is to determine:

1. A safe campus return date for the individual
2. Was there risk for transmission?
 - Was the individual actually on-campus during the estimated contagious period?
 - Was anyone potentially-exposed during the individual’s on-campus activities?

“**Potential-exposure**” is having had sustained contact, for 15 minutes or more, at less than 6 feet, within 48 hours before to the individual’s symptoms onset or while symptomatic. Although masking reduces the risk of actual-exposure, a person is considered potentially-exposed regardless of whether or not a mask (or personal protective equipment) was worn. Potential-exposure also includes being intimate with, or being sneezed/coughed on by the individual, within 48 hours before to the individual’s symptoms onset or while symptomatic.

- Simply passing someone in the hallway or entering a room previously occupied by an infected individual does not constitute potential-exposure.
- To be in the same room (with 6 feet of physical-distance from the infected individual) does not constitute potential-exposure.

3. **Contact-tracers will** directly, contact and (confidentially) notify any individuals identified as one who might have been potentially-exposed. They will instruct them to get tested and follow [quarantine protocols](#). They will not disclose the identity of or any details that would help a person deduce the identity of the individual infected with COVID19.

4. **The H&S team will** determine if any spaces need to be evacuated and/or cleaned and disinfected beyond [daily routine cleaning activities](#). For more details on our [disinfection response plan](#), see the corresponding section of this program.
 - If evacuation is necessary, the campus Safety & Security department will be directly notified for assistance.
 - If a [disinfection response](#) is necessary, the campus Facilities department will be directly notified for assistance.
5. **All COVID19 cases** that are reported to H&S are anonymized, tabulated, and posted publicly at <https://www.seattlecolleges.edu/coming-campus/covid-19-information-updates>.

Disinfection Response Plan

The H&S team will evaluate the situation – following [CDC guidance for facility cleaning & disinfection](#) – and determine if any spaces need to be evacuated for cleaning. **Note**, evacuation is not due to a concern that people in the space are potentially-exposed; it is a cleaning measure.

If less than 24 hours have passed since the person who is sick or diagnosed with COVID19 has been in on-campus, the space will be evacuated and isolated (with HVAC running) for 3 hours before cleaning & disinfection takes place.

If more than 24 hours have passed since the person who is sick or diagnosed with COVID19 has been on-campus, cleaning is enough. H&S will evaluate the situation and may choose to also disinfect depending on certain conditions or everyday practices employed for the space of interest.

If more than 3 days have passed since the person who is sick or diagnosed with COVID19 has been in the space, no additional cleaning (beyond regular cleaning practices) is necessary.