

**Coconino Community College**  
**COVID-19 Exposure / Symptoms / Testing Protocol**  
**October 23, 2020**

Coconino Community College takes the health and safety of its students and employees very seriously. To this end, we are establishing the following protocols to be followed in the event of a CCC student or employee showing symptoms or testing positive for COVID-19. Please read carefully and keep this document readily available to review if needed. Thank you for your cooperation!

**CCC leadership would like to remind all employees:**

- If you are experiencing any COVID-19 symptoms, please stay home and contact your physician and supervisor.
- Maintain social distancing whenever possible.
- Wear face coverings on campus, per city and county mandates.
- High-traffic areas and surfaces will continue to be sanitized several times a day at all CCC locations.
- Please exercise caution and follow CDC guidelines if you travel, attend events, or entertain visitors. If you are exposed to COVID-19, please follow the guidelines below.

**CCC will follow CDC guidelines for when and how long to quarantine for each of the scenarios below.**

- Please review the CDC guidelines for when and how long to quarantine at: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>
- CDC guidelines address a variety of scenarios, including:
  - Scenario 1: Close contact with someone who has COVID-19—will not have further close contact
  - Scenario 2: Close contact with someone who has COVID-19—live with the person but can avoid further close contact
  - Scenario 3. Under quarantine and had additional close contact with someone who has COVID-19
  - Scenario 4: Live with someone who has COVID-19 and cannot avoid continued close contact
- Students / employees may only return to campus after the quarantine period if there has been a resolution of fever for at least 24 hours without the use of fever reducing medications and with improvement of other symptoms.

**All quarantine scenarios are based on the CDC definition of close contact. The definition listed below was current when this document was published but changes frequently. Please see the CDC website at <https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/appendix.html#contact> for the current definition.**

- Someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period\* starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.
- *\* Individual exposures added together over a 24-hour period (e.g., three 5-minute exposures for a total of 15 minutes). Data are limited, making it difficult to precisely define “close contact;” however, 15 cumulative minutes of exposure at a distance of 6 feet or less can be used as an operational definition for contact investigation. Factors to consider when defining close contact*

*include proximity (closer distance likely increases exposure risk), the duration of exposure (longer exposure time likely increases exposure risk), whether the infected individual has symptoms (the period around onset of symptoms is associated with the highest levels of viral shedding), if the infected person was likely to generate respiratory aerosols (e.g., was coughing, singing, shouting), and other environmental factors (crowding, adequacy of ventilation, whether exposure was indoors or outdoors). Because the general public has not received training on proper selection and use of respiratory PPE, such as an N95, the determination of close contact should generally be made irrespective of whether the contact was wearing respiratory PPE. At this time, differential determination of close contact for those using fabric face coverings is not recommended.*

**1) Student / employee appears to be sick in the workplace:**

- a. Please do not address the student/employee directly, contact their professor, dean, immediate supervisor or HR.
- b. Student /employee will be sent home (by professor, supervisor, dean, or HR).
- c. If an employee is sent home, HR notifies Executive Leadership and the Supervisor to cover employee job duties. If a student is sent home, the Dean of Student Affairs is notified so that all professors who have the student in class can be notified.
- d. Student / employee is encouraged to seek medical attention and be tested for COVID-19.

**2) Student / employee tests positive and has been in physical proximity to other CCC students and/or employees during the ten days preceding the test being administered:**

- a. HR and immediate supervisor are notified. HR notifies Executive Leadership and Incident Command Team. HR reviews Families First Coronavirus Response Act (FFCRA) with employee.
- b. Supervisor and HR will communicate with the department.
- c. As the COVID-19 pandemic is still ongoing and the community continues to take precautions and monitor the situation, there is currently no need for additional College-wide notification. However, In the case of a new outbreak within our campus an emergency notification will be issued to the college community.
- d. The College's coronavirus website (<https://www.coconino.edu/coronavirus>) updated indicating a positive test.
- e. Coconino County Health and Human Services will conduct contact tracing for those individuals who test positive.
- f. Students / employees who have been in close contact with an individual who has tested positive will be tested for COVID-19 before returning to campus.
- g. Classes impacted by a positive COVID-19 test will meet completely online through Zoom and/or Canvas if necessary to ensure the appropriate quarantine period for students and faculty participating in the class. Students will make up required hands-on components at a later date through arrangement with the instructor.

**3) Student / employee tests positive and has not had physical contact with any other CCC student or employee during the ten days preceding the test being administered:**

- a. HR and immediate supervisor are notified. HR notifies Executive Leadership. HR reviews FFCRA with employee.
- b. Supervisors and HR will communicate with the department.

**4) Student / employee has COVID-19 symptoms but has not yet tested positive:**

- a. HR and immediate supervisor are notified. HR notifies Executive Leadership. HR reviews FFCRA with employee.
- b. Supervisors and HR will communicate with the department.
- c. Student / employee will get tested, self-monitor and seek medical attention.

**Update History**

- 7/30/20 Updated to include new CDC recommendations that shorten the quarantine period from fourteen days to ten.
- 8/28/20 Replaced item five and six from original protocol.
- 9/30/20 Updated to address people who are living with someone who has tested positive by adding item six.
- 10/23/20 Updated to include new CDC definition of close contact. Updated to refer to CDC guidelines for quarantine. Updated to reflect changes in notification process and contact tracing process for scenario two.