

These protocols apply to Kellogg Community College employees and students who receive positive test results, have symptoms or who have had close contact exposure to Covid-19.

The College may receive notification directly from individuals with positive test results or from a public health department. All parties involved in this response protocol must keep information confidential in compliance with applicable laws related to employee and medical privacy.

If you have symptoms

If you have symptoms and suspect that you have Covid-19 but do not yet have a test result, you should isolate from others until you have a test result, regardless of vaccination status. Refer to the Centers for Disease Control and Prevention for the latest guidelines for symptomatic individuals.

If you have been exposed

If you are exposed to Covid-19 and are a close contact, you should wear a high-quality mask and watch for symptoms (fever, cough, shortness of breath, etc.) for 10 full days following the exposure. Refer to the Centers for Disease Control and Prevention for the latest guidelines for exposed individuals.

If you test positive

1. Start isolating immediately and begin communications with KCC.

- a. Stay home, except to get medical care, and isolate from others in your home as much as possible.
- b. Stay off campus. Employees and students who test positive for Covid-19 should not enter a KCC facility until they satisfy the isolation guidelines recommended by the Centers for Disease Control and Prevention.
- c. Notify the College that you have tested positive for Covid-19.
 - i. Notify the College at covid@kellogg.edu.
 - ii. If you are an employee, notify your supervisor.
 1. In order to be eligible for temporary remote work arrangements for Covid-19, an employee must take a rapid antigen test and test positive. Subsequently, the employee must take a PCR-based test and provide the result to Human Resources.
- iii. If you are a student, contact your instructor(s) to inquire about possible remote accommodations.

d. When you have Covid-19, isolation is counted in days, as follows:

- i. If you have no symptoms, day 0 is the day you were tested and day 1 is the first full day following the day you were tested.
- ii. If you have symptoms, day 0 is the day of symptom onset, regardless of when you tested positive, and day 1 is the first full day after your symptoms started.

2. Stay out of KCC facilities for at least five (5) full days after receiving a positive test result or from the day that symptoms began.

- a. If after 5 days you are fever-free for 24 hours without the use of medication, and your symptoms are improving, or you never had symptoms, you may end isolation after day 5 and should continue to wear a high-quality mask around others through day 10.
- b. If after 5 days you still have a fever or your other symptoms have not improved, continue to isolate until they improve.
- c. Regardless of when you end isolation, avoid being around people who are likely to get very sick from COVID-19 until at least day 11.
- d. Remember to wear a high-quality mask when indoors, around others at home and in public. Avoid settings in which you are unable to wear a mask until you are able to discontinue masking.
 - i. After you have ended isolation:
 1. Wear your mask through day 10 or...
 2. If you have access to antigen tests, consider using them. If you receive two sequential negative tests 48 hours apart, you may remove your mask sooner than day 10.
 - ii. Note: If your antigen test results are positive, you may still be infectious. You should continue wearing a mask and wait at least 48 hours before taking another test. Continue taking antigen tests at least 48 hours apart until you have two sequential negative results. This may mean you need to continue wearing a mask and testing beyond day 10.
3. If you were severely ill with Covid-19 or immunocompromised, it is recommended that you isolate yourself for 10 days or consult your doctor before ending isolation.
4. After you have ended isolation, if your COVID-19 symptoms recur or worsen, restart your isolation at day 0. Talk to a healthcare provider if you have questions about your symptoms or when to end isolation.

Guidelines for all supervisors and instructors

- Maintain confidentiality of employee/student and direct staff. In order to maintain an individual's medical privacy, refrain from informing coworkers or fellow students of an individual's status other than, if necessary, to say that the individual is out on approved leave.
- Work with Facilities, Human Resources and department leads (chairs, directors, chiefs) to relocate or arrange for remote work if needed during closure of work area, or relocation of students in the case of impact in a classroom, Student Services, or public area such as bookstore or library.
- Work with Dean or Vice President on staffing impacts.

All cases will be handled on an individual basis with the goal of consistency. The Calhoun County Health Department will be consulted and provide guidance in any situations that do not fall within normal recommendations.