

COVID-19 Initial Reporting Procedures

for Collin College Employees

Step 1. Self-Monitoring. Self-monitor for COVID-19 conditions.

A. *Symptomatic*

- Cough
- Shortness of breath
- Chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Fever (over 100.0 F)

B. *Potential Exposure.* Known or Notified of potential high-risk exposure within the past fourteen (14) days. High-risk exposure is defined as close prolonged contact of more than fifteen (15) minutes and within six (6) feet of a laboratory-*confirmed* COVID-19 positive person.

C. *Antigen Test.* Received a positive result from an antigen or RAPIDS COVID-19 test.

D. *Polymerase chain reaction (PCR) viral test.* Received a positive result from a polymerase chain reaction (PCR) viral COVID-19 test. This is a nasal swab test that is analyzed at a laboratory and takes several days to receive the results. This test can be used with symptomatic or asymptomatic individuals to obtain a confirmed positive.

Step 2. Self-Isolation/self-quarantine. If any of the above apply, then begin self-quarantine or self-isolation (if a positive PCR test) and remember that you are **prohibited from visiting any Collin College locations** per guidance for higher education institutions from the Centers for Disease Control (CDC) and protocols issued by state government agencies.

Step 3. Initial Contact. Contact your supervisor and let them know the situation, and then contact the Human Resources Manager of Benefits at Covid19answers@collin.edu, and provide the following information:

- A. Contact information
- B. Symptomatic (yes or no)
- C. The approximate date that any symptom first appeared or last contact with the high-risk individual.
- D. Test type (PCR, antigen, antibody)
- E. Testing date
- F. Testing facility
- G. Testing results (if available)
- H. The last date entered into any Collin College location and where
- I. Individuals with whom you may have been in close contact

Step 4. Feedback. The Human Resources Manager of Benefits will contact you to provide additional information and instructions.

All protocols are subject to change per CDC and State guidelines.