

COLLEGE OF DUPAGE
Responding to Sick Students or Employees Protocol
Updated: August 15, 2022

Responding to Sick STUDENTS

1. Students who become sick during the class should immediately be separated from other students, faculty, visitors, etc. and sent home. Separation should be done by having the student immediately leave the classroom/lab area or by immediately dismissing the class. If the student does not have his/her own transportation, or is unable to safely transport themselves home, the faculty member will instruct the student to call for transportation. The student should call for his/her own ride.

If it is a medical emergency, (e.g., the student is having difficulty breathing, pain or pressure in the chest, confusion, inability to stay awake, bluish lips or face, etc.) the faculty member should immediately call the College Police - ext. 2000 (if the line is busy on a second try, dial "911") for medical assistance.

- If a sick student needs to wait for transportation or for medical assistance, since the class has been dismissed (see 2 below), the sick student may remain in the classroom/lab area while they wait. The faculty member should wait outside the classroom/lab area (staying at least 6 feet away from the sick student) until transportation or medical assistance arrives.
 - Sick students should follow steps as outlined in the *Isolation and Precautions for People with COVID-19 Guidelines*.
 - Students should not return to campus until they have been cleared by the Dean of Students or designate.
2. The class should be dismissed, and the classroom left empty for 24 hours. Disinfecting procedures will be followed and are outlined below.
 3. Immediately after the student has been removed from the facility, the Faculty member should contact the Dean of Students and their respective Dean to report the incident.
 4. The Dean of Students or designate in collaboration with Risk Management and Human Resources will trace the student's campus locations to determine which students and employees may have been exposed to the virus and may need to take additional precautions.
 5. After determining what other individuals were exposed, the Dean of Students will inform those students, Human Resources will inform those employees, and Risk Management will inform those visitors, vendors, etc. of their possible exposure to COVID-19 at COD.
 6. Within 24 hours, the Dean of Students will follow-up with the sick student to determine the appropriate next steps and when the student might be able to return to the campus.

Responding to Sick EMPLOYEES

1. Employees who become sick at work should immediately be separated from other employees, students, faculty, visitors, etc. and sent home. If the employee is unable to safely transport themselves home, the employee's supervisor or designate will instruct the employee to call for transportation. The employee should call for a ride.

If it is a medical emergency, (e.g., the employee is having trouble breathing, pain or pressure in the chest, confusion, inability to stay awake, bluish lips or face, etc.) employee's supervisor or designate should immediately call the College Police - ext. 2000 (if the line is busy on a second try, dial "911") for medical assistance.

- If a sick employee needs to wait for transportation or for medical assistance, the sick employee should be located in an area away from other employees and students. If waiting with the sick employee, the employee's supervisor or designate should maintain a distance of at least 6 feet until transportation or medical assistance arrives.
 - Sick employees should follow CDC-recommended steps as outlined in the College's *Isolation and Precautions for People with COVID-19 Guidelines*.
 - Employees should not return to campus until they have been cleared by Human Resources.
2. Immediately after the employee has been removed from the facility, the employee's supervisor or designate should contact Human Resources and Risk Management.
 3. The employee's supervisor or designate in collaboration with Risk Management and Human Resources will trace the employee's campus locations to determine which students, employees, visitors, etc. may have been exposed to the virus and may need to take additional precautions.
 4. After determining what other individuals were exposed, the Dean of Students will inform those students, Human Resources will inform those employees, and Risk Management will inform those visitors, vendors, etc. of their possible exposure to COVID-19 at COD.
 5. Within 24 hours, Human Resources will follow-up with the employee to determine the appropriate next steps and when the employee might be able to return to the campus.

Facility Cleaning and Disinfecting

In most cases, the entire facility will not need to be closed. However, this determination will be made by the President or his designate.

Custodial Operations (Housekeeping) should be consulted immediately with respect to area disinfecting.

If less than 24 hours have passed since the person who is sick or diagnosed with COVID-19 has been in the space, clean and disinfect the space.

If more than 24 hours have passed since the person who is sick or diagnosed with COVID-19 has been in the space, cleaning is enough. You may choose to also disinfect depending on certain conditions or everyday practices required by your facility.

If more than 3 days have passed since the person who is sick or diagnosed with COVID-19 has been in the space, no additional cleaning (beyond regular cleaning practices) is needed.

If a sick person or someone who tested positive for COVID-19 has been in your facility within the last 24 hours, you should clean and disinfect the spaces they occupied.

Before cleaning and disinfecting

- Close off areas used by the person who is sick and do not use those areas until after cleaning and disinfecting.
- Wait as long as possible (at least several hours) before you clean and disinfect.

While cleaning and disinfecting

- Open doors and windows and use fans or HVAC (heating, ventilation, and air conditioning) settings to increase air circulation in the area.
- Use products from EPA List N according to the instructions on the product label.
- Wear a mask and gloves while cleaning and disinfecting.

- Focus on the immediate areas occupied by the person who is sick or diagnosed with COVID-19 unless they have already been cleaned and disinfected.
- Vacuum the space if needed. Use a vacuum equipped with high-efficiency particulate air (HEPA) filter and bags, if available.
- While vacuuming, temporarily turn off in-room, window-mounted, or on-wall recirculation HVAC systems to avoid contamination of HVAC units.
- Do NOT deactivate central HVAC systems. These systems provide better filtration capabilities and introduce outdoor air into the areas they serve.
- It is safe to wash dirty laundry from a person who is sick with COVID-19 with other people's items.
- Ensure safe and correct use and storage of cleaning and disinfectant products, including storing such products securely and using PPE needed for the cleaning and disinfection products.

Source: Centers for Disease Control and Prevention:

<https://www.cdc.gov/coronavirus/2019-ncov/your-health/isolation.html>

[Cleaning and Disinfecting Your Facility | CDC](#)