

COLLEGE OF DuPAGE

Suspected or Confirmed COVID-19 Infection Protocol

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 experiencing difficulty breathing, pain or pressure in the chest, confusion, inability 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. All individuals should keep face masks (covering nose and mouth) on at all times.
 - Sick students should follow CDC-recommended steps. Students should not return to class until they have met the criteria to discontinue home isolation and have consulted with a healthcare provider and state or local health department.
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 and 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 in at COD and discuss appropriate steps (e.g., quarantine* for 14 days, telework if possible, and self-monitor for symptoms).

6. Within 24 hours, the Dean of Students will follow-up with the 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 experiencing difficulty breathing, etc.) the 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 assistance.
 - Sick employees should follow CDC-recommended steps. Employees should not return to campus until they have met the criteria to discontinue home isolation and have consulted with a healthcare provider and state or local health department.
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 in at COD and discuss appropriate steps (e.g., quarantine* for 14 days, telework if possible, and self-monitor for symptoms).
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 Closure and Disinfecting

1. In most cases, the entire facility will not need to be closed. However, this determination will be made by the President or his designate.
2. Custodial Operations (Housekeeping) should be consulted immediately with respect to area disinfecting.
3. If it has been less than 7 days since the sick individual has been in the facility, close off any areas used for prolonged periods of time (e.g., greater than 30 minutes) by the sick person:

- Wait 24 hours before cleaning and disinfecting to minimize potential for other individuals being exposed to respiratory droplets. If waiting 24 hours is not feasible, wait as long as possible.
 - During this waiting period, open outside doors and windows to increase air circulation in these areas.
4. If it has been 7 days or more since the sick individual used the facility, additional cleaning and disinfection is not necessary. Continue routinely cleaning and disinfecting all high-touch surfaces in the facility.
- Clean dirty surfaces with soap and water before disinfecting them.
 - To disinfect surfaces, use products that meet EPA criteria for use against SARS-Cov-2, the virus that causes COVID-19, and are appropriate for the surface.
 - Always wear gloves and gowns appropriate for the chemicals being used when you are cleaning and disinfecting.
 - You may need to wear additional PPE depending on the setting and disinfectant product you are using. For each product you use, consult and follow the manufacturer's instructions for use.

Quarantine*

Quarantine is used to keep someone who might have been exposed to COVID-19 away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department.

What constitutes "close contact"?

- You were within 6 feet of someone who has COVID-19 for a total of 15 minutes or more.
- You provided care at home to someone who is sick with COVID-19.
- You had direct physical contact with the person (hugged or kissed them).
- You shared eating or drinking utensils.
- They sneezed, coughed, or somehow got respiratory droplets on you.

Steps to take if quarantined:

- Stay home for 14 days after your last contact with a person who has COVID-19.
- Watch for fever (100.4°F), cough, shortness of breath, or other symptoms of COVID-19.
- If possible, stay away from others, especially people who are at higher risk for getting very sick from COVID-19.

References:

CDC Guidelines for What to do if You Are Sick <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

CDC Guidelines for Isolate if You Are Sick <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/isolation.html>

CDC Guidelines for Quarantine <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>