IF AN EMPLOYEE OR STUDENT BECOMES ILL

Employee or student experiences illness,*
IS DIAGNOSED WITH OR EXPOSED TO COVID-19
(even if fully vaccinated).

BENEFITS & LEAVES OFFICE WILL CONTACT THE INDIVIDUAL.

IF AN EMPLOYEE OR STUDENT BECOMES ILL

Employee is required to inform manager.
Student is required to inform instructor, Campus Housing Office, and athletic coach, as applicable.
STAY HOME OR GO HOME IF ALREADY ON CAMPUS.

Informed employee should notify Benefits & Leaves Office at HR@icc.edu.
Instructor should cc their Academic Dean and the Dean of Students. If someone on campus leaves due to illness, notify Facilities at 694-5120 immediately for cleaning protocol.

Individual should contact healthcare provider or Health Department for quarantine and health care information.

INDIVIDUAL HAS POSITIVE TEST FOR COVID-19

Benefits & Leaves Office and Health Department works with individual to collect list of close contacts** for contact tracing.

Benefits & Leaves Office or Health Department notifies close contacts. Contacts are advised to quarantine based on Return to Work or School Guidelines or Health Department guidance, and to consult with their healthcare providers for evaluation and determination if testing is needed.

If necessary, Benefits & Leaves Office provides a memo to the manager, instructor, housing or athletic staff to share with the department, class, or applicable group. Specific names should NOT be communicated out, unless needed for contact tracing.

INDIVIDUAL HAS NEGATIVE TEST OR DOES NOT GET TESTED

Benefits & Leaves Office will work with individual to determine return date based on Return to Work or School Guidelines, or guidance from the Health Department. If employee, Benefits & Leaves Office will notify manager. If student, Dean of Students Office will notify all of their instructors. Student status will also be confirmed with Housing and Athletics.

*Fever or chills, cough, shortness of breath, fatigue, muscle aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea

**Close contacts are defined as being within six feet of an infected person for a total 15 minutes over 24 hours. This applies two days before illness onset or two days before test was performed.