**IF AN EMPLOYEE OR STUDENT BECOMES ILL**

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

- **INDIVIDUAL HAS POSITIVE TEST FOR COVID-19**
  - Benefits & Leaves Office will work with individual to determine return date based on current guidance. 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.

- **INDIVIDUAL HAS NEGATIVE TEST OR DOES NOT GET TESTED**
  - Benefits & Leaves Office will work with individual to determine return date based on current guidance. 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.

- **BENEFITS & LEAVES OFFICE WILL CONTACT THE INDIVIDUAL.**

- **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.

- **Anyone exposed to COVID-19 (vaccinated or not) is not required to quarantine, but is required to wear a mask for 10 days.**