Confirmed or Potential COVID-19 in Student (on campus and remote)

Student COVID Care Team will:
• Reach out to student to provide resources and support.
• Notify student’s faculty members that student has been impacted by COVID-19.

Students are provided guidance about return based on Return to Campus flowchart.

Student informs college of COVID status by completing COVID-19 Student Reporting Form, which initiates alerts to the Student COVID Care Team.

Student COVID Care Team to inform Provost, HR, Facilities, Police and Communications and work with Deans, as necessary, to begin fact finding and coordination of notification.

Facilities to close and clean affected areas as outlined in the “Room Cleaning Process”.
HR to notify affected employees.

Communications to send email notifying all employees of a confirmed or potential on-campus COVID-19 case and update COVID-19 web dashboard/tally. Student portal to highlight link to dashboard.

Student COVID Care Team to coordinate, on behalf of the Provost, notification to affected students. Students with confirmed or potential COVID-19 status and affected students will go remote based on public health guidance and Return to Campus flowchart.

Updated 1.5.2021

Student does NOT come to campus/goes home immediately.
Confirmed or Potential COVID-19 in Employee

Employee does NOT report to work/goes home immediately.

Employee informs supervisor and HR Benefits (benefits@harpercollege.edu) of COVID status. Either employee or supervisor completes Employee COVID-19-Related Notification Form.

HR Benefits to inform Facilities, Police and Communications as necessary to begin fact finding and coordination of notification.

- Facilities to close and clean affected areas as outlined in the “Room Cleaning Process”.
- HR to notify affected employees.

HR Benefits to continue fact finding to identify individuals in close/indirect contact. HR Benefits to communicate directly with these individuals.

HR Benefits to reach out to employee to provide resources and information about leave and benefits.

Employees are provided guidance about return based on Return to Campus flowchart.

Employees in close contact will go remote and return to campus based on Return to Campus flowchart.

Employees in indirect contact may keep working and monitor health for symptoms (see CDC).

Communications to send email notifying all employees of a confirmed or potential on-campus COVID-19 case and update COVID-19 web dashboard/tally. Student portal to highlight link to dashboard.

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