**Faculty Checklist for COVID-19 Self-Reporting On-Campus Positive Case**

**Faculty Action (Student Positive Case)**

\_\_\_\_\_\_\_ Upon notification from student, faculty notify IVP of Student Affairs (Dr. Campbell) and IVP of Academics (Dr. Woodhouse) via email of student exposure and/or student positive case. If they are a remote student who does not take any on-campus classes or plans to come to the campus, no report is necessary. However, if they are a remote student and have been on campus, please direct the student to complete the disclosure form (below).

**Provide the following details in email:**

* Student Name and SIS Number
* Date of Exposure or Positive test
* Last Date in Class
* Class Location, Campus, and Section Number
* Instructor

\_\_\_\_\_\_\_ Provide roster to Dr. Campbell with student email addresses (Do not send until VP of Student Affairs requests information).

\_\_\_\_\_\_\_ Have student fill out info at the following link: <https://forms.tcc.edu/covid-19-disclosure-form/>.

**Vice President Action (Student Positive Case)**

\_\_\_\_\_\_\_ Acknowledge receipt of initial email from faculty member of initial exposure or

positive case (IVP Campbell and IVP Woodhouse will acknowledge).

\_\_\_\_\_\_\_ Dr. Woodhouse will inform facilities to clean classroom and other areas.

\_\_\_\_\_\_\_ Dr. Woodhouse will work with faculty member on next steps for class instruction or quarantine.

\_\_\_\_\_\_\_ Dr. Campbell will send email to students in the class where the exposure or COVID -19 positive case occurred.

\_\_\_\_\_\_\_ Dr. Woodhouse will update website of self-reported COVID-19 positive case.

**Employee/Contractor Checklist for COVID-19 Self-Reporting On-Campus Positive Case**

**Employee Action (Employee or Contractor Positive Case)**

\_\_\_\_\_\_\_\_ Employee or Contractor contact Supervisor.

\_\_\_\_\_\_\_\_ Employee or Contractor contact the Office of Human Resources.

**AVP of Human Resources (Lunde) and Vice President Action (Woodhouse)**

\_\_\_\_\_\_\_ HR will facilities to clean work space, common areas, etc.

\_\_\_\_\_\_\_ HR will work with employee or contractor on next steps regarding quarantine.

\_\_\_\_\_\_\_ HR will contact employees who may have exposure where COVID -19 positive case occurred.

\_\_\_\_\_\_\_ VP Woodhouse will update website of self-reported COVID-19 positive case.