

STUDENT COVID-19 CONTRACT TRACING AND NOTIFICATIONS

Notification & Procedure

Students will self-report a positive COVID-19 test or exposure by using the Student Reporting Form posted on the COVID-10 Student Page. Once submitted, the form will be reviewed by appropriate campus departments to initiate the notifications and necessarily follow up steps, varying based on their presence on campus and identified support resources.

Step 1: Student Submits Form

- Form: <https://forms.nhcc.edu/forms/covid-report>
- Student will receive an automated email with instructions for staying home, our campus expectations, and what to expect next from us/recommendations, as well as a confirmation of their form submission and responses.
- Form will have logic built in that will notify appropriate campus areas for next steps, with only the relevant information for that individual/department.
- The Health & Safety Officer will receive and track all submissions.

Step 2: Campus Representatives Review Form

- Forms submitted will go to the following areas/individuals based on responses:
 - o College COVID-19 Email Account: coronavirus@nhcc.edu
 - o Health & Safety Officer (Erin Lynne)
 - o Records & Registration (Melissa Leimbek)
 - o Dean of Students (Lindsay Fort)
 - o Facilities Department (Eric Oatman)
- The Departments who receive notifications will then follow the appropriate steps for their required duties.

Step 3: Campus Steps for Positive Tests and Exposure

Positive COVID-19 Test

- A.) If a student has indicated a Positive COVID-19 Test and has visited campus in the last 14 days:
 - o Health & Safety Officer may reach out to the student to confirm locations on campus and any campus members has come in contact with, if necessary.
 - o Records & Registration will send out the student notification emails to impacted students.
 - o HSO notifies Human Resources if employees are impacted, who will send out the Employee Notification Letter to impacted employees.
 - o Facilities will receive the location information from the form to begin cleaning/disinfecting identified spaces identified on the campus visit section of the form.
 - o Dean of Student Development will assign student to a CARE Team member, who will reach out to the student to offer additional resources and support for the student, including but not limited to academic support, mental health, healthcare, basic needs, or other identified support.

- B.) If a student has indicated a Positive COVID-19 Test and has NOT visited campus in the last 14 days, but has had contact with NHCC Campus Members:
- Health & Safety Officer may reach out to the student to confirm they have not been to campus and collects information on any campus members student has come in contact with, if necessary.
 - Records & Registration will send out the Student Notification Letters/emails to impacted students.
 - HSO notifies Human Resources if employees impacted, who will send out the Employee Notification Letter to impacted employees.
 - Dean of Student Development will assign student to a CARE Team member, who will reach out to the student to offer additional resources and support for the student, including but not limited to academic support, mental health, healthcare, basic needs, or other identified support.
- C.) If a student has not visited campus or had contact with anyone from campus in the last 14 days:
- HSO may reach out to student to confirm they have not been on campus or had contact with anyone from campus, if necessary.
 - Dean of Student Development will assign student to a CARE Team member, who will reach out to the student to offer additional resources and support for the student, including but not limited to academic support, mental health, healthcare, basic needs, or other identified support.

Exposure to COVID-19

If a student has indicated exposure to someone with a positive COVID-19 test (but not tested positive themselves):

- A student will not be reached out to by the HSO, but the report will be filed.
 - Student will receive a follow up email with steps for now and if they develop symptoms or test positive.
 - **Note: If a student has submitted the form only as exposure initially, but then later tests positive, we request that a student re-submit the form indicating their positive test and any updates since they last reported.**
 - ***Exposed students should also quarantine per MDH guidelines.***
- D.) If a student has visited campus in the last 14 days:
- Facilities will receive notification to clean/disinfect identified areas. If Facilities needs clarification, the Dean of Students Office/Assigned CARE Team member will reach out to the student to ask questions.
 - Dean of Student Development may assign student to a CARE Team member, who will reach out to the student to offer additional resources and support for the student, including but not limited to academic support, mental health, healthcare, basic needs, or other identified support.
- E.) If a student has not visited campus in the last 14 days, and has indicated contact or not with anyone from campus in the last 14 days:

- Dean of Student Development may assign student to a CARE Team member, who will reach out to the student to offer additional resources and support for the student, including but not limited to academic support, mental health, healthcare, basic needs, or other identified support.
- If any additional information is provided re: campus contacts or locations, CARE Team Member will notify Dean of Students and/or appropriate departments.
- At the point of contact, a CARE Team member (with guidance from DOSD or HSO, if necessary) will reiterate instructions regarding returning to campus, and if student does test positive.

Additional Notes:

- If a partnership student submits the form, the Dean of Student Development will work with the NHCC Director of Partnerships (Katie Elsbernd) to do the student follow up and necessary notifications for any partnership student. The Health & Safety Officer will notify NHCC Human Resources of any partnership employees that should be contacted. Human Resources will contact the partner HR Office for notifications and employee protocol steps.
- The CARE Team members are:
 - Counseling (Johanna Gangl, Carley Saravia, Samantha Schendzielos, Julia Salinas, Elton Dahn)
 - Advising (Tracii Hunter)
 - Access Services & Tutoring (Tom Lynch, Jessica Neumann)
- If a student has submitted the form as exposure initially, but then later tests positive, we request that a student re-submit the form indicating their positive test and any updates since they last reported.
- All information reported by the student will not be a part of the student's official academic record or be noted in Navigate. Your report will only be shared with those with an educational need to know, or if a student self-shares with others.
- The notification to students and employees who may have been exposed will NOT list the student name or identifying information. (See attached draft of notification.)
- College departments/points of contact will take action within 48 business hours with each responsible areas respective steps.