

**EMPLOYEE & STUDENT  
OFF-CAMPUS EXPOSURE PROTOCOLS**

*as of July 7, 2020*

<p><b>SYMPTOMS</b></p> <p><u>Employees</u></p> <ul style="list-style-type: none"> <li>• Monitor symptoms</li> <li>• Notify supervisor</li> <li>• Supervisor notifies HR</li> <li>• Staff checks in regularly w/supervisor re: status</li> </ul> <p><u>Students</u></p> <ul style="list-style-type: none"> <li>• Monitor symptoms</li> <li>• Notify Student Affairs</li> <li>• Student Affairs notifies course director</li> <li>• Student checks in w/Student Affairs regularly re status</li> </ul>	<p><b>EXPOSED</b></p> <p><u>Employees</u></p> <ul style="list-style-type: none"> <li>• Quarantine for 14 days</li> <li>• Notify supervisor</li> <li>• Supervisor notifies HR</li> <li>• Staff checks in regularly w/supervisor re: status</li> </ul> <p><u>Students</u></p> <ul style="list-style-type: none"> <li>• Quarantine for 14 days</li> <li>• Notify Student Affairs</li> <li>• Student Affairs notifies course director</li> <li>• Student checks in w/Student Affairs on status</li> </ul>	<p><b>UNCOMFORTABLE RETURNING</b></p> <p><u>Employees</u></p> <ul style="list-style-type: none"> <li>• Notifies supervisor of concern</li> <li>• Supervisor works w/HR to devise a work plan for employee</li> </ul> <p><u>Students</u></p> <ul style="list-style-type: none"> <li>• Notifies Student Affairs of concern</li> <li>• Student Affairs works with student and course director(s) to devise a plan</li> </ul>
<p><b>TESTED POSITIVE</b></p> <p><u>Employees</u></p> <ul style="list-style-type: none"> <li>• Quarantine for 14 days</li> <li>• Notify supervisor</li> <li>• Supervisor notifies HR</li> <li>• Work w/HR on leave options <i>if cannot work remotely</i></li> <li>• Staff checks in regularly w/supervisor re: status</li> </ul> <p><u>Students</u></p> <ul style="list-style-type: none"> <li>• Quarantine for 14 days</li> <li>• Notify Student Affairs</li> <li>• Student Affairs notifies course director</li> <li>• Student works w/Student Affairs and course directors re: completing curriculum</li> </ul>	<p><b>AT HOME W/ILL FAMILY MEMBER <b>NO SYMPTOMS</b></b></p> <p><u>Employees</u></p> <ul style="list-style-type: none"> <li>• Quarantine for 14 days; continue remote work as normal</li> <li>• Notify supervisor</li> <li>• Supervisor notifies HR</li> </ul> <p><u>Students No symptoms</u></p> <ul style="list-style-type: none"> <li>• Quarantine for 14 days; continue remote curriculum as normal</li> <li>• Notify Student Affairs</li> </ul>	<p><b>AT HOME W/ILL FAMILY MEMBER <b>WITH SYMPTOMS</b></b></p> <p><u>Employees</u></p> <ul style="list-style-type: none"> <li>• Quarantine for 14 days; continue remote work as normal</li> <li>• Notify supervisor</li> <li>• Supervisor notifies HR; <i>if cannot work remotely, work w/HR on leave options</i></li> </ul> <p><u>Students No symptoms</u></p> <ul style="list-style-type: none"> <li>• Quarantine for 14 days; continue remote curriculum as normal</li> <li>• Notify Student Affairs</li> <li>• Student Affairs notifies Course Director</li> <li>• Student works with Student Affairs if course work cannot be performed on available options</li> </ul>

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