Fall 2021 - GSU Communication Process when Student Reports COVID19 Positive Diagnosis

GUIDING PRINCIPLES

- ☐ People First – GSU places the highest importance on the mental and physical health of our community members.
- ☐ Follow guidance from Will County, State, and Federal guidelines
- ☐ Maintain constant communication as new information on individual cases is provided
- ☐ Protect personal information of the individual consistent with requirements of applicable law

1. SELF REPORT

- ☐ Students who have been **diagnosed** with COVID-19 are asked to complete the COVID-19 Reporting Form.
- ☐ Students who are experiencing symptoms (e.g., fever, cough, difficulty breathing) or have had close contact with someone who has a lab-confirmed or presumptive COVID-19 should stay home and seek medical attention. If a student is absent 3 or more days, the student should contact the Office of the Dean of Students to facilitate student absence notification.

2. DEAN OF STUDENTS OFFICE

- ☐ Director of Community Standards & Student Advocacy receives form and emails the student that the form has been received, notifies ERT and Facilities to begin mitigation procedures if the student reported they were diagnosed and were on campus. The Provost Office Designee will be notified of **all diagnosed cases** and the student course schedule will be sent to initiate messaging to faculty and classmates;
- ☐ Student is informed that course instructors will be notified and that NO identifiable information will be shared;
- ☐ Student is directed to follow guidance from their healthcare provider and the CDC;
- ☐ Student is provided information on how to access services from the GSU Counseling and Wellness Center to seek emotional support;
- ☐ Students are encouraged to contact instructors regarding a positive diagnosis and are provided information regarding how the Dean of Students

can assist with the notification; student workers are expected to notify their on campus supervisor also;

- ☐ Students are provided a link to details on Student Absence Notification to Faculty;
- ☐ Student is informed of emergency medical leave process for extraordinary circumstances;
- ☐ Student encouraged to reach out to the Dean of Students for further questions.

3. PROVOST OFFICE

- ☐ Provost Office designee receives notification from Director of Community Standards & Student Advocacy of the student report only in the case of a diagnosis and is provided the student course schedule as well as any on-campus work schedule;
- ☐ Provost Office designee runs class roster report and checks for delivery mode of course;
- ☐ Provost Office designee sends email notification to faculty member and Division/Department Chair **ONLY** for a confirmed diagnosis, if the course is delivered totally online – meaning NO campus contact;
- ☐ Provost Office designee notifies Division/ Department Chair for a confirmed diagnosis for any class that has any portion of the course delivered in a **face-to-face method.**
- ☐ The Division/Department Chair will notify the course instructor of the self-report.
- ☐ The Division/Department Chair, ERT co-chairs, Provost Office designee, and course instructor, will meet to review steps outlined in the protocol to determine the appropriate course of action based on factors unique to reported circumstances; the student worker supervisor will be included in this meeting;
- ☐ The Course Instructor will follow through on course of action by informing their class that a student in their class has a confirmed diagnosis and will explain to the students the protocols that will be followed. Options may include moving the course to remote delivery for 14 days, asking students to self-quarantine for 14 days, continued face-to-face instruction following the established protocols, or some combination thereof. Actions taken will be informed with

CDC, ERT, and Campus Health Experts guidance;

☐ Cases with a diagnosis who have been on campus are reported to Will County Health Department to initiate contact tracing process.

4. FACULTY CONCERNS

☐ What is my responsibility once informed of student health status?
  ☐ Be an active participant in reviewing the COVID-19 protocol for the face-to-face course and in determining action to be taken based on the exposure of the class to the student. Inform any Graduate Student, Peer Mentor, or any other member of the GSU community present in your class on a regular basis, of the decision.
  ☐ If student is identified, reach out to the student to address health and course concerns.
  ☐ Encourage the student to complete the Student Absence Notification as it is intended to provide faculty with verified information used to determine whether or not to excuse the absence and/or permit late or make-up work. Remind them that absence notification does not guarantee that the absence will be excused or that late or make-up work is permitted; that authority rests solely with the course instructor

5. MITIGATION PROCEDURES

☐ Details are provided in Appendix 1 of the GSU Fall Semester 2021 Operating Plan
☐ If a case is confirmed the protocol for Enhanced Cleaning and Disinfection is followed. The details provided in Appendix 1 are consistent with the CDC Cleaning and Disinfection After Persons Suspected/Confirmed to have COVID-19 have been in the Facility guidelines;
☐ All confirmed cases are reported via the University COVID-19 dashboard page: https://www.govst.edu/covid-19-dashboard/

NONCOMPLIANCE CONCERNS

☐ **On Campus without a Face Mask?**
  Ask - if the individual is aware that a face covering is required;

Offer – direct individual to masks supplied on tables across campus, or direct individual to ERT Chair Office to be given a mask. Faculty can request from ERT for a supply of masks to provide students in your class;

Leave - if non-compliance continues ask person to leave or remove yourself (and rest of class) from the area;

Report - ongoing violations to the student code of conduct (Policy 4) via Student Code of Conduct Incident Reporting form.

☐ **Not following directional signage?**

Ask – if the individual is aware of the posted directional signage (e.g. # people in elevator, distance markers on floor in cafeteria);

Offer – to show the individual the posted signage and routes;

Leave - if non-compliance continues ask person to leave or remove yourself (and rest of class) from the area;

Report - ongoing violations to the student code of conduct (Policy 4) via Student Code of Conduct Incident Reporting form.

QUICK ACCESS TO REPORTING FORM

☐ **Covid Report Form QR Code**