

What to do if...

If you feel you are symptomatic or have been in close contact with someone who has tested positive:

- Employees should contact their supervisor to inform them you will not be at work due to illness; faculty should notify their department chair and the Academic Affairs office (620-665-3507) to arrange class coverage.
- Next, contact the Reno County Health Department or your health provider and follow their instructions;
- Finally, contact Brooks Mantooth in Human Resources by e-mail or phone.

You are not required to visit with your supervisor concerning the situation. This is confidential medical information that you are not required to share. If your supervisor needs to be notified of further or extended absence or any other information related to this, such notification will come from Human Resources.

Symptomatic

What to do if you have COVID-19 symptoms (see attachment) but have not been around anyone diagnosed with COVID-19:

- Contact your health provider regarding testing and follow their instructions.
 - If you do not have a medical provider, you can contact the Hutchinson Clinic at 620-669-2500 or PrairieStar Health Center at 620-663-8484.
- Stay home except to get medical care
- Wear a mask
- Separate yourself from other people in your home
- Cough and sneeze into your elbow bend, then wash your hands
- Wash your hands often and avoid touching your face
- Clean high-touch surfaces every day
- Don't share personal items with anyone
- Monitor your symptoms

If you are a lab confirmed case, you can get out of isolation:

- 10 days from the onset of symptoms OR
- 72 hours after fever is gone without the use of fever reducing medication AND there has been a significant improvement in symptoms
- WHICHEVER IS LONGER

If your test results are negative and there is no known close contact, then you are released from isolation.

Close Contact

What should you do if someone tells you they have been exposed to someone who has tested positive? First and foremost, the employee who has been exposed should follow the steps as outlined above.

Note: Close contact means being closer than six feet for an extended time period (usually at least ten minutes) while the person was infectious. Close contact does not mean being more than six feet away in the same indoor environment for a long time, walking by, or briefly being in the same room.

If you have been told by a public health or other authority that you are a close contact of a laboratory confirmed case of COVID-19, you must quarantine yourself for 14 days after your last contact with the case. You are considered a close contact if you yourself have directly been within 6 feet of someone with a laboratory confirmed case of COVID-19 for 10 minutes or more.

Those under 14-day home quarantine should not attend school, work or any setting where a 6-foot distance from other people can't be maintained.

An exposure to a case-related quarantine is for 14 days, starting with the day after your last contact with the case. If you do not develop symptoms of COVID-19 during your quarantine period, then you are released from quarantine at the end of the 14 days.

For employee-related questions, contact Brooks Mantooth in Human Resources, mantoothb@hutchcc.edu, 620-665-3497.

Information contained within this document is subject to change and will be updated as new information is made available from state and local authorities.

As of July 30, 2020