If an employee or student has been in close contact with an individual who is symptomatic or has had a positive COVID-19 test result, Kellogg Community College will follow this protocol.

Close contact, per CDC guidelines, is defined as:

- Any individual who was within 6 feet of an infected person for at least 15 minutes (cumulative) starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated or
- You had physical contact with the person (hugged or kissed them) or
- You shared eating or drinking utensils or
- They sneezed, coughed or somehow got respiratory droplets on you.

If the employee or student has been notified that they have been in direct contact with a COVID-19 positive person:

- **Steps to take:**
  - Stay home for 14 days after your last contact with a person who has COVID-19
  - Watch for fever (100.4F), cough, shortness of breath, or other symptoms of COVID-19
  - If possible, stay away from others, especially people who are at higher risk for getting very sick from COVID-19

- **Employees:**
  - Contact your supervisor and human resources department.
  - Work with supervisor to determine if remote work is possible.
  - Work with human resources to coordinate possible leave.
  - If employee receives a notification of close contact, as defined above, the College will require the employee to remain off-campus during the 14-day quarantine period.

- **Students:**
  - Contact the Office of the Vice President for Student and Community Services, at 269-565-7899.
    - The College will request that students voluntarily self-quarantine and will restrict the student from attending in-person classes and learning activities or accessing the campus during the 14-day period.
  - Contact your Instructor(s).

If the employee or student has a concern about possible exposure, they should contact their health care provider and follow the directions provided by the health care professional.
COVID-19 Response Protocols:

Employees or Students in Close Contact with COVID Symptomatic or Positive Tested Individual

- If no restrictions are placed on the employee or student by their health care provider, they may return to campus but are required to continue to monitor for symptoms as outlined in COVID-19 Response Protocols (link) and as defined by Michigan Public Health Code Emergency Order Under MCL 333.2253*.

*Per Michigan Emergency Order under MCL 333.2253: Symptoms of COVID-19 mean any one of the following not explained by a known medical or physical condition: fever, an uncontrolled cough, shortness of breath; or (ii) at least two of the following not explained by a known medical or physical condition: loss of taste or smell, muscle aches (“myalgia”), sore throat, severe headache, diarrhea, vomiting, abdominal pain.