

Employee or Student with Positive Test Results

The College may receive notification directly from the individual with positive test results or from the county health department. All parties involved in the protocol below must keep information confidential.

Employees/Students with positive test results should not come to campus until meeting requirements outlined in this protocol.

Notification

- Employees must notify the office of the Chief Human Resources Officer (269-965-4152).
- Students must notify the office of the Vice President for Student and Community Services (269-565-7899) of their positive test result.
- Faculty or staff who are notified by a student of a positive test result should contact the office of Vice President for Student and Community Services and request the student contact that office as well.
- Faculty or staff who are notified by an employee of a positive test result should contact Human Resources and request that employee contact that office as well.

Communications

- Employee(s) and student(s) will be directed to stay at home in isolation based upon guidance from their county health department.
- Employee(s) or student(s) will be asked for the formal notification letter of the isolation or quarantine from the county health department
- Employee(s) or student(s) will be asked if they were on a campus the 48 hours previous to being tested for COVID-19.
- If the employee or student was on campus within 48 hours prior to being swabbed for the test that yielded the positive result, and if the employee or student is not in immediate health crisis, Human Resources or the Office of the Vice President for Student and Community Services will request which areas of the college and names of individuals the employee or student has been in contact with in the previous 24 hours.
 - The Office of Human Resources or the Office of the Vice President for Student and Community Services will notify:
 1. Appropriate county health department
 2. The President and Vice President or Dean over the impacted area. That individual will notify area, who will notify others in the division/department on a need to know basis for purposes such as arranging learning accommodation or covering service.
 3. Facilities for sanitization of impacted areas
 4. Vice President for Strategy, Relations and Communications for campus updates

*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.

Updated 8/25/21

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Return to Campus

In accordance with Michigan Public Health Emergency Order under MCL 333.2253 and Center for Diseases and Prevention (CDC), the employee(s)/student(s) can return to work/campus:

After at least 24 hours have passed since the resolution of fever without the use of fever reducing medications;

AND

10 days have passed since their symptoms* first appeared or since they were swabbed for the test that yielded the positive result;

AND

Other symptoms have improved

Chief Human Resources Officer/Vice President of Student and Community Services

- Assure employee/student of KCC's support for them to follow physician and CDC/Health Department guidance
- Inform President and Vice Presidents of situation
- Contact County Health Department
 - Verify record of positive case
 - Initiate any required contact tracing/notifications
- Coordinate with Facilities, if campus cleaning required
- Coordinate with Chief Communications Officer for updated campus communications
- Email supervisor/director or chair when individual has been cleared for return from county health department

Director of Facilities

- Work with the impacted department supervisor/chair to find alternative spacing locations until cleaning and disinfecting is complete in the area(s) the employee works and any areas they reported spending time in during the previous 24 hours.
- Areas will be closed for 24 hours prior to cleaning and disinfecting and CDC Cleaning & Disinfecting protocol will be followed.

Supervisor/Department Chair

- Maintain confidentiality of employee/student and direct staff.

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- Work with Facilities, HR, and Department Chair to relocate or arrange for remote work if needed during closure of work area, or relocation of students in the case of impact in a classroom, Student Services or public area such as bookstore or library.
- Work with Dean on possible staffing impacts.

All cases will be handled on an individual basis with the goal of consistency. The County Health Department will be consulted and provide guidance in any situations that do not fall within normal recommendations.

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