

West Valley-Mission COVID-19 PROTOCOLS QUICK REFERENCE

- The reference guides below include measures to help students and employees maintain their health and safety and provide guidance on necessary protocols and reporting requirements. These guides are based on the District's Employee Prevention Plan, are subject to change, and will remain flexible to adjust to changes related to COVID-19.
- All members of the district community share in the responsibility of health and safety precautions, reporting potential exposures and/or positive cases, and following steps indicated by the district health officer or designee.



COVID-19 PROTOCOLS: DEFINITIONS

FULLY VACCINATED	Persons are considered fully vaccinated beginning two weeks after the final vaccine dose was administered.
COVID-19 SYMPTOMS	Headache; runny nose/congestion; sneezing; sore throat; new loss of taste or smell; fever or chills; cough; shortness of breath or difficulty breathing; fatigue; muscle or body aches; nausea or vomiting; diarrhea.
CLOSE CONTACT	A close contact has occurred when someone was within 6 feet of a COVID-positive person for more than 15 minutes while the person was infectious.
POSITIVE DIAGNOSIS	A person has been diagnosed with COVID-19 when they have received a positive test result, or they have been diagnosed by an appropriate medical practitioner
ONGOING EXPOSURE	Vaccinated or unvaccinated individuals may experience an ongoing exposure if they are living with, or caring for, someone diagnosed with COVID-19. Anyone experiencing an ongoing exposure should avoid coming to campus and should make arrangements to learn or work from home.



COVID-19 PROTOCOLS: WHO'S INVOLVED

ADMINISTRATIVE SERVICES

- Space utilization
- Facilities cleaning & disinfecting
- Personal protective equipment & supplies
- Air filtration/ventilation
- Signage

DISTRICT COVID RESPONSE TEAM

- Information & resources
- District COVID website
- Policies, procedures, guidelines
- OSHA COVID Prevention Plan

HUMAN RESOURCES

- Employee guidance & communication
- Employee medical & religious exemptions
- Training
- Employee vaccination & testing compliance

OFFICE OF INSTRUCTION

- Faculty guidance & communication
- Classroom management
- Class scheduling & instructional methods

STUDENT HEALTH SERVICES

- Daily health assessments
- Vaccine verification
- Medical exemptions
- Student vaccination & testing compliance
- Vaccination & onsite testing services

COVID-19 COMPLIANCE TEAM

- Health check app
- COVID-19 Incident Reporting Tool
- Contact tracing
- Onsite testing verification
- Guidelines & Information

STUDENT SERVICES

- Student guidance & communication
- Student behavioral expectations
- Student religious exemptions
- Student vaccination & testing compliance

All employees and students are responsible for reporting on-campus exposures or positive cases



COVID-19 PROTOCOLS: CONTACT TRACING

TRACK 1

Student/Employee/Visitor who has tested positive for COVID-19 and was on campus during the infectious period

1. COVID positive individual submits COVID Report Form
2. Manager, Teacher, Event Manager, etc. of positive individual also submits a report

TRACK 2

On-campus Testing Results
Positive surveillance testing results are identified and reported

COVID-19 compliance staff monitors for reports

Contact Tracer assigned to follow-up

Contact Tracer conducts interview of the COVID positive individual to determine all close contacts that occurred on campus. Individuals that had close contacts with the positive individual are also contacted. Information is provided to all parties including symptom screening guidance, testing resources, and isolation and quarantine guidelines.

Contact Tracer keeps District Health Officer (D.H.O.) informed about all on-campus positive cases. D.H.O. notifies the appropriate College administrator and makes health and safety recommendations to the colleges

D.H.O. monitors, reviews, takes additional action, or closes cases as appropriate

D.H.O. / designee files reports with applicable agencies as required

Contact information:
COVID.HEALTHSERVICES@WVM.EDU

Incident report form:
<https://tinyurl.com/n4vs47vx>

Contact Tracing may involve reaching out to Instructor/Dean or Supervisor if additional information, such as a seating chart, etc., is needed to identify potential exposures



COVID-19 ILLNESS & EXPOSURE CHART

What you should do when:

You Have Symptoms

Stay Home (Isolate)
Get a COVID-19 test

May Return When:

Negative test
OR
10 days have passed since symptoms first appeared
AND
24-hours without fever
AND
Other symptoms have improved

You Tested Positive

Stay Home (Isolate)

May Return When:

10-days have passed since symptoms first appeared
AND
24-hours without fever
AND
Other symptoms have improved

You had a Close Contact with Someone with COVID-19

Within 6 feet of a person who has COVID-19 for at least 15 minutes in any 24-hour period.

Fully Vaccinated?

No Symptoms > Get tested immediately & again on day 5; you do not need to stay home (quarantine)

No Symptoms but ongoing close contact > Stay home

Symptoms > Stay home (isolate) [see Section A]

All > Recommend test 5 days after close contact; self-monitor for symptoms for 14 days

Not Fully Vaccinated?

Stay home (quarantine) for 10 days, monitor for symptoms for 14 days

May shorten quarantine to minimum of 7 days if:

Negative test taken day 5 after close contact

AND

No symptoms have developed

For all the above situations, complete the required COVID-19 Reporting Form to help the College protect our campus community:

<https://tinyurl.com/n4vs47vx>

For questions: Covid.healthservices@wvm.edu

For more information on District COVID-19 guidelines:

<https://www.wvm.edu/covid-19/Pages/default.aspx>

