



STEPS FOR A POSITIVE COVID-19 TEST

COVID-19 Positive Individual

If an individual has tested positive for COVID-19 they should contact either Human Resources or the Dean of Student Development and Engagement. The individual should not return to campus until they have met the current requirements set by the local health department, CDC, and provide a note from a medical professional stating they are no longer contagious and have been cleared to return to work and/or classes. In the event an employee/student contacts their supervisor/professor the supervisor/professor will immediately contact **ONLY** the Director of Employee Relations and Engagement in Human Resources/Dean of Student Development and Engagement. Human Resources and the Dean of Student Development and Engagement will communicate with the individual on what they need to provide prior to returning to campus.

Steps

1. Communicating with the person that tested positive
 - a. If it is an employee that tests positive Laura Richards or her designee will communicate with the employee.
 - b. If it is a student that tests positive the Deans of Student Development and Engagement or their designee will email **ONLY** Ryan Morehead the student's name, class schedule, class roster/sign-in sheet for applicable days (other students' names, faculty names, phone numbers, and last 4 digits of Student ID/Employee ID number) for all classes the student is enrolled in and attending in person, and last 4 digits of the student's Student ID Number.
 - c. Ryan Morehead or his designee will communicate with the student that tested positive.
2. Laura Richards or Ryan Morehead (depending on if it is a student or employee tested positive) will notify the below members of the executive cabinet. They will provide all relevant information: campus, date, number of exposed or potentially exposed individuals, etc. They will **NOT** include the infected person's name or any identifying information in the email.
 - a. Chancellor
 - b. Respective Executive Cabinet Member
 - c. Chief Legal Officer
 - d. Executive Director of Risk and Compliance
 - e. Chief Facilities Officer
 - f. Chief of Police
3. Ryan Morehead or his designee will assign a contact tracer to contact all students who were exposed to the infected student and provide them the necessary information. They will **NOT** be provided the name of the individual that tested positive.



4. Ryan Morehead and Laura Richards or their designees will provide one another with relevant student/employee information that comes up during contact tracing.
5. Contact Tracer(s) will begin contacting those individuals that were exposed/potentially exposed to inform them to remain off MCC property until the appropriate date.
6. While the Contact Tracer(s) are reaching out via phone calls the Dean of Student Development and Engagement will prepare a letter to send to all students that are to remain off campus and provide the date they may return as well as who to reach out to with any questions. The Dean of Student Development and Engagement will work with Ryan Morehead to obtain the return date for those that were exposed or potentially exposed (14 days after last contact). Laura Richards will prepare a letter for all employees that are to remain of campus and provide the date they may return as well as who to reach out to with any questions.
7. If an exposed individual who MCC has told to remain off MCC property tests positive, the process will start back at Step 1.

Exposure outside of MCC

1. If a member of the MCC community lives with an individual that has tested positive the member of the MCC community will be asked to remain off MCC property until it is appropriate for them to return in accordance with current guidelines. Ryan Morehead or his designee will work with students in this situation and Laura Richards or her designee will work with employees in this situation.
2. If a member of the MCC community has been exposed to an individual that has tested positive, but they do not live with that individual the member of the MCC community will follow the instructions and guidance from the health department or a medical professional. MCC will not conduct contact tracing at this point and will not require the member of the MCC community to remain off MCC property.

Definitions

1. Exposed/potentially exposed individuals that are deemed to have been exposed or potentially exposed are those individuals that have had close contact with the person that tested positive.
2. Close Contact
 - a. Having spent an extended period of time in the same room (classroom size) as an individual that has tested positive (30 minutes or more) and/or
 - b. Having spent a prolonged period of time in close proximity to an individual that has tested positive of COVID-19 (10 minutes or more and within 6 feet of the individual)
3. Contact Tracer is an MCC employee that has completed the Johns Hopkins COVID-19 Contact Tracing course and has been assigned as a Contact Tracer.



Campus-Wide/District-Wide Communication

1. The Executive Cabinet, with input from relevant parties (Health Department, Executive Director of Communications and Marketing and Executive Director of Risk and Compliance), will determine if a campus-wide or district-wide notification needs to be sent. The below information will be evaluated in making the decision:
 - a. How many individuals at the campus or district wide have tested positive
 - b. If notification legally required
 - c. Health and safety of the MCC community
 - d. Current local, state, and federal guidelines.
2. If a campus-wide or district-wide communication is deemed appropriate Executive Director of Communications and Marketing, Chief Legal Officer and Executive Director of Risk Management will compose the notification for review and dissemination by the Emergency Management Team.

Campus Closure

1. The Executive Cabinet with input from relevant parties (Health Department and Executive Director of Risk and Compliance) will determine if a campus or district closure is necessary. The below information will be evaluated in making the decision:
 - a. How many individuals at the campus or district wide have tested positive
 - b. Health Department recommendation or requirement to close
 - c. Health and safety of the MCC community
 - d. Current local, state, and federal guidelines.
2. If a campus-wide or district-wide closure is deemed appropriate the Chief Legal Officer and Executive Director of Risk Management will make a recommendation to the Chancellor.
3. When the Chancellor determines a district or campus closure is necessary, the Executive Director of Communications and Marketing, Chief Legal Officer and Executive Director of Risk Management will compose the notification for review and dissemination by the Emergency Management Team.

Sanitizing

The Chief Facilities Officer will have internal custodial staff do a deep clean or coordinate with a 3rd party vendor that will do a full sanitation of the impacted campus as is deemed appropriate for the circumstances.

Employee Leave



Employees who believe they are eligible for extended leave coverage under the Families First Coronavirus Response Act should contact Brandi Fockler at Brandi.Fockler@mccckc.edu and/or visit <https://www.dol.gov/agencies/whd/pandemic/ffcra-questions>.

Supervisor Responsibilities

1. Help minimize panic and fear
2. Know what is required of your employees in the above steps
3. Provide accurate answers/information to your team
4. Do **NOT** share any private or identifying information regarding an employee or student that has tested positive except as deemed necessary
5. Inform employees they are subject to discipline for sharing any private or identifying information regarding an employee or student that has tested positive

Contact Information for Employees

Laura Richards
Phone: (816) 604-1058
Email: Laura.Richards@mccckc.edu

Tina Hafner
Phone: (816) 604-1109
Email: Tina.Hafner@mccckc.edu

Contact Information for Students

Blue River/Business & Technology

Name: Jon Burke
Phone: (816) 604-6620
Email: Jon.Burke@mccckc.edu

Maple Woods

Name: Terrell Tigner
Phone: (816) 604-3175
Email: Terrell.Tigner@mccckc.edu

District Wide Lead Contact Tracer

Name: Ryan Morehead
Phone: (816) 604-2051
Email: Ryan.Morehead@mccckc.edu

Longview

Name: Diana Boyd McElroy
Phone: (816) 604-2326
Email: Diana.McElroy@mccckc.edu

Penn Valley

Name: Chelsia Potts
Phone: (816) 604-4159
Email: Chelsia.Potts@mccckc.edu