

**South Piedmont Community College
COVID-19 Employee and Student Protocol**

Experience	Action
A. I am currently experiencing one or more of the following symptoms:	Please take the following actions:
<ul style="list-style-type: none"> ➤ Fever or chills ➤ Cough ➤ Shortness of breath/difficulty breathing ➤ Fatigue ➤ Muscle or body aches ➤ Headache ➤ New loss of taste or smell ➤ Sore throat ➤ Congestion or runny nose ➤ Nausea or vomiting ➤ Diarrhea 	<ul style="list-style-type: none"> ➤ Stay home for at least 5 days unless instructed otherwise by either Lauren Sellers (lsellers@spcc.edu or 704-272-5335 for employees) or Elaine Clodfelter (eclodfelter@spcc.edu or 704-272-5302 for students) ➤ Social distance from all other people, including those in your household ➤ Wear a mask ➤ Contact your healthcare provider for evaluation and testing
B. I have tested positive for COVID-19:	Please take the following action:
<ul style="list-style-type: none"> ➤ Everyone, regardless of vaccination status must quarantine if they test positive 	<ul style="list-style-type: none"> ✓ Complete the COVID-19 Reporting Form for students or the COVID-19 Self-Quarantine Form for employees AND <ul style="list-style-type: none"> • For Employees: Contact your supervisor and Lauren Sellers at lsellers@spcc.edu or 704-272-5335 • For Students: Contact your instructor(s) and Elaine Clodfelter at eclodfelter@spcc.edu or 704-272-5302 ✓ Quarantine for at least 5 days is required ✓ You may return to campus on day 6 from the date of your positive test and/or the date of your onset of symptoms if <u>you have been free of fever for 24 hours (without fever-reducing medication) AND your other symptoms of COVID-19 are improving</u> ✓ Continue to mask around others intentionally for 5 days upon return ✓ Should anything change with your health status, please contact Lauren Sellers (for employees) or Elaine Clodfelter (for students)
C. I have questions	Please take the following actions:
	<ul style="list-style-type: none"> ✓ For Employees: Talk with your supervisor and Lauren Sellers, Associate Vice President of Human Resources and Payroll at lsellers@spcc.edu or 704-272-5335. Questions related to leave

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	<p>procedures should be discussed with your supervisor and Human Resources.</p> <ul style="list-style-type: none">✓ For Students: Talk with your instructor(s) and Elaine Clodfelter, Director of Student Advocacy and Accountability, at eclodfelter@spcc.edu or 704-272-5302. Questions related to make-up work/class time should be discussed with your instructor.✓ Read information on South Piedmont's website at https://spcc.edu/coronavirus-update/
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