

# COVID REPORTING

**If you need to report a COVID situation please use the following guidelines**

## **Onset of any COVID Symptoms:**

- Stay home; **OR** if you are on campus, go home.
- Contact the COVID hotline at ext. [3318](tel:3318) or email [covidresponseteam@hancockcollege.onmicrosoft.com](mailto:covidresponseteam@hancockcollege.onmicrosoft.com) and advise the Human Resources team of symptoms.
- Follow call-out procedures for sick leave with your immediate supervisor.
- Update Human Resources representative with symptoms/testing updates

## **What to do if you have received a positive COVID Test Result:**

- Stay home; **OR** if you are on campus\*, go home immediately
- Contact the COVID hotline at ext. [3318](tel:3318) or email [covidresponseteam@hancockcollege.onmicrosoft.com](mailto:covidresponseteam@hancockcollege.onmicrosoft.com) and advise the Human Resources team of symptoms.
- Follow call-out procedures for sick leave with your immediate supervisor.
- Update Human Resources with symptoms prior to approved return to work date

## **Definitions:**

### **Fully Vaccinated:**

In general, people are considered fully vaccinated:

- **2 weeks** after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or
- **2 weeks** after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine

If you don't meet these requirements, regardless of your age, you are NOT fully vaccinated. Keep taking all precautions until you are fully vaccinated.

**Isolation** is what you do if you have COVID-19 symptoms, or have tested positive. Isolation means you stay home and away from others (including household members) for the recommended period of time to avoid spreading illness.

**Quarantine** is what you do if you have been exposed to COVID-19. Quarantine means you stay home and away from others for the recommended period of time in case you are infected and are contagious. Quarantine becomes isolation if you later test positive for COVID-19 or develop symptoms.