



COVID-19 PROTOCOL

The health and safety of our campus remain our highest priority, and together we can follow these steps to keep our campus community safe:

1. DO NOT COME TO CAMPUS IF YOU ARE SICK.

If you have any common symptom of COVID-19, Do Not Come to Campus except to visit the drop-in COVID-19 testing site located on the Gilroy campus - North/South Lounge behind the Student Center. No appointment necessary.

2. REPORT POSITIVE COVID-19 CASES OR EXPOSURES.

To assist with contact tracing and prevent the spread of COVID-19, report all COVID-19 positive cases and exposure involving staff, faculty, and students using the confidential and secure [COVID-19 Reporting Form](#).

3. KEEP IN MIND:

Students must have a scheduled appointment or be prepared to **show vaccination proof before entering the Library, MESA/STEM CENTER or the Student Services Building**. Students with **verified** medical or religious exemptions must **show proof** of a negative result for a COVID-19 lab test administered in the **previous 72 hours**.)

- You must **wear a face mask PROPERLY while indoors** – that means **covering your mouth AND nose at all times**. (Masks are also recommended for outdoor gatherings.)
- Everyone should **practice social distancing** and follow all posted instructions.
- **Do not come to campus** if you are feeling sick. (If you develop COVID-19, notify your instructor and complete the COVID-19 reporting form).
- **Washing hands** or using hand sanitizer, as provided, is also encouraged.

REPORTING POSITIVE COVID-19 CASES OR EXPOSURES:

Report positives cases or exposures using the [COVID-19 Reporting Form](#)

IF THE EMPLOYEE/STUDENT IS A POSITIVE CASE:

For all reported positive cases, an exposure tracing analyst (Human Resources if employee, Student Health Services, if student) will call you, conduct an interview, provide you with direction on how long you remain away from campus and when you may return.

Persons who test positive for COVID-19, regardless of vaccination status, previous infection or whether you have symptoms or not:

- Isolate and stay home and away from others for at least 5 days.

- End isolation after Day 5 IF you feel well or are getting better AND a test (antigen test preferred) collected on Day 5 or later is negative.
- Continue to isolate for at least 10 days IF you are unable to test OR your Day 5 test is positive OR you choose not to test.
- Whether you test negative or not, if you are not feeling better, continue to isolate until after Day 10 AND until fever-free.
- Wear a well-fitting mask around others (even at home) for a total of 10 days, especially in indoor settings.

On campus cases: Maintenance conducts cleaning and disinfecting of the affected space.

Students should contact their instructor(s) directly if accommodation is needed for class(es) missed.

FOR INSTRUCTORS. What to do if a student in your class is sick?

1. Advise the student to stay home and complete the [COVID-19 Reporting Form](#).
 - It is **not** necessary to quarantine the entire class.
 - If a close contact of a positive case is vaccinated and not showing symptoms, they can return to campus.
2. Student Health Services will follow up with the student, determine if anyone needs to be quarantined, directly notify any individuals who had close contact, and work with Human Resources to notify any employees about potential exposure and provide testing resources.

CLOSE CONTACTS/WHEN TO RETURN

If you do not have symptoms but had recent close contact, within 6-feet for 15 cumulative minutes in 24hrs, **with a COVID-19 positive individual, follow these steps:**

- **If you have received a booster and do not have symptoms:**
 - You do not need to quarantine, or isolate based on current county guidance: <https://covid19.sccgov.org/contact-tracing>.
 - Monitor for symptoms for ten days from your day of contact with the COVID-19 positive person.
 - If you experience any symptoms, **Do Not Come to Campus** and get a COVID-19 test.
 - Wear KF94, KN95 or N95 masks at all times in any indoor space.
 - On the fifth day, visit the campus testing site for a drop-in COVID-19 test.
- **If you have not received a booster and have been in close contact:**
 - **Do Not Come to Campus.**
 - **Complete the [COVID-19 Reporting Form](#)** and select the appropriate option for close contact reporting.
 - On the fifth day, visit the campus testing site for a drop-in COVID-19 test.
 - If you receive a **negative** test - you may return to campus.
 - If you receive a **positive** test, do not come to campus. Complete [COVID-19 Reporting Form](#) and select the appropriate option.

You may resume activities:

- After **five** days, if a new test is negative and no symptoms and no fever for 24 hours
- After **10** days if you have not taken a COVID-19 test but you have no symptoms and no fever for 24 hours.