

# Rocky Mountain College of Art + Design

## COVID-19 Policies + Procedures

Rocky Mountain College of Art + Design (RMCAD) maintains a policy of inclusiveness that recognizes, values, and reflects the diversity of the community it serves. RMCAD is, and will continue to be, even in these uncertain times, a community of individuals who act with care and responsibility. To that end, RMCAD has developed a set of policies and protocols for the RMCAD community to ensure the health and safety of students, faculty and staff while on campus during the COVID-19 outbreak.

### AT A GLANCE

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**MASKS REQUIRED**



**VACCINATION HIGHLY RECOMMENDED**



**MANDATORY COVID-19 SYMPTOMS +  
POSITIVE TEST RESULTS SELF-DISCLOSURE FORM**



**SICK? STAY HOME AND KEEP OUR COMMUNITY SAFE**

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## RMCAD COVID-19 TASK FORCE

The RMCAD COVID-19 Task Force ensures adherence to the RMCAD COVID-19 Policies and Procedures. The Task Force meets regularly and as needed and can be reached at [studentsuccess@rmcad.edu](mailto:studentsuccess@rmcad.edu).

The RMCAD COVID-19 Task Force includes:

- Director of Accreditation + Compliance, Dr. Terence Brennan at [tbrennan@rmcad.edu](mailto:tbrennan@rmcad.edu)
- Dean of Faculty, Dr. Lynette Jachowicz at [ljachowicz@rmcad.edu](mailto:ljachowicz@rmcad.edu)
- Director of Human Resources, Gary Clarke at [gclarke@rmcad.edu](mailto:gclarke@rmcad.edu)
- Dean of Students, Robb Fladry at [rfladry@rmcad.edu](mailto:rfladry@rmcad.edu)
- Director of Student Services, Sara Olson at [solson@rmcad.edu](mailto:solson@rmcad.edu)
- Vice President of Operations, Adam Forrest at [afortrest@rmcad.edu](mailto:afortrest@rmcad.edu)

# COVID-19 POLICIES

## COVID-19 MASK + FACE SHIELD Policy

In keeping with [Jefferson County Public Health requirements](#), and [CDC recommendations](#), all students, faculty and staff, and visitors are — regardless of their vaccination status — required to cover their faces with an appropriate mask or face shield while in RMCAD buildings. (See *Guidance for Wearing Masks*.)

Faculty and staff working alone in individual offices may remove their masks and face shields while no other individuals are present and the door is closed.

Students seeking mask and face shield accommodations due to disability or health related reasons must contact the Student Accessibility Services (SAS) Coordinator. Students who fail to adhere to the Mask and Face Shield policy will be referred to the Dean of Students for possible code of conduct violation.

Faculty and Staff requiring a face shield or mask accommodation or failing to adhere to the Mask and Face Shield Policy will be referred to the Director of Human Resources.

RMCAD encourages all students, faculty, and staff to follow social distancing guidelines.

## Guidance for Wearing Masks

Research shows that people who have no symptoms can spread COVID-19. Wearing a non-medical face mask helps minimize the spread of the virus. Everyone should wear a mask when out in public. Employees must wear a mask (or face shield) when working indoors and on campus.

### **MASKS SHOULD:**

- Be clean and in good repair
- Fit snugly, but comfortably against the side of the face
- Be secure
- Include multiple layers of fabric
- Allow for breathing without restriction
- Be able to be laundered and machine dried
- Be on the wearer's face
- Be laundered on a daily basis



**MASKS SHOULD NOT:**

- Have anything hanging off the facial covering that would create a food safety hazard.
- Have holes or tears.
- Masks should not be shared with others.

**STORING MASKS:**

- Stored with personal items

**WEARING MASKS:**

- Wash your hands before and after putting a facial covering in place.
- Do not touch the facial covering again until you remove it.
- Masks should be positioned so that there is no need to adjust or otherwise touch the face frequently.
- If your mask becomes soiled or hard to breathe through, you should remove and not wear again until laundered.
- Remove your mask to eat and drink and if it is still in good repair, you may continue to use it for the duration of your shift.

**Should cloth masks be washed? How regularly?**

Yes. They should be routinely washed depending on the frequency of use. A washing machine should suffice in properly washing a face covering.

COVID-19 MASK Procedure

<b>STUDENTS COVID-19 MASK AND FACE SHIELD PROCEDURE</b>	
Student does not have a mask or face shield.	If a student comes to campus without a mask or face shield, please refer them to the Texas Front Desk (Resource Center) where RMCAD will make available disposable masks and face shields (for all students as well as faculty staff, and visitors).
Student is not compliant with wearing a mask or face shield..	If a student comes to campus without a mask or face shield, please adhere to the following protocol: <ol style="list-style-type: none"> <li>1. Ask the student if they have a mask or face shield.                             <ol style="list-style-type: none"> <li>a. If the student does not have a mask or face shield, please refer them to the Texas Front Desk (Resource</li> </ol> </li> </ol>

	<p>Center).</p> <ol style="list-style-type: none"> <li>2. Remind the student of the RMCAD COVID-19 Mask and Face Shield Policy.</li> <li>3. If the student refuses to wear a mask or face shield, it is a violation of the Student Code of Conduct. Ask the student to leave the classroom and contact RMCAD Campus Security at 303-567-7271.</li> </ol>
<p>Student cannot wear a mask or face shield due to a disability of health related concern.</p>	<p>If a student reports that they cannot wear a mask or face shield due to disability or health related reasons:</p> <ol style="list-style-type: none"> <li>1. Ask the student to present their Letter of Accommodation (LOA) from RMCAD Student Accessibility Services.             <ol style="list-style-type: none"> <li>a. If the student cannot present their LOA and refuses to wear a mask or face shield, it is a violation of the Student Code of Conduct. Ask the student to leave the classroom and contact RMCAD Campus Security at 303-567-7271.</li> </ol> </li> </ol> <p>Email <a href="mailto:studentsuccess@rmcad.edu">studentsuccess@rmcad.edu</a> for students who report that they are unable to wear a mask or face shield due to disability or health related reasons.</p> <p>If a student reports that they cannot wear a mask or face shield due to religious purposes:</p> <ol style="list-style-type: none"> <li>1. Remind the student of the RMCAD COVID-19 Mask and Face Shield Policy.</li> <li>2. Ask the student if they have a mask or face shield.             <ol style="list-style-type: none"> <li>a. If the student does not have a mask or face shield, please refer them to the Texas Front Desk (Resource Center).</li> </ol> </li> <li>3. Refer to the student to the Dean of Students, Robb Fladry at <a href="mailto:rfladry@rmcad.edu">rfladry@rmcad.edu</a>.</li> <li>4. If the student refuses to wear a mask or face shield, it is a violation of the Student Code of Conduct. Ask the student to leave the classroom and contact RMCAD Campus Security at 303-567-7271.</li> </ol> <p>Email <a href="mailto:studentsuccess@rmcad.edu">studentsuccess@rmcad.edu</a> for students who report that they are unable to wear a mask or face shield due to religious purposes.</p>
<p>De-escalation strategies:</p>	<ol style="list-style-type: none"> <li>1. Remind the student of the RMCAD COVID-19 Mask + Face Shield Policy, which is based on Jeffco Public Health guidance.</li> <li>2. Remain patient and calm.</li> <li>3. Focus on individual and collective safety.</li> <li>4. Practice active listening, and attempt to summarize, reflect back, and reframe (if necessary) the information you receive from the student.</li> <li>5. Express empathy, develop discrepancy, avoid argumentation, roll with resistance and support self-efficacy.</li> </ol>

	6. Avoid embarrassment & shaming.
<b>FACULTY + STAFF COVID-19 MASK + FACE SHIELD PROCEDURE</b>	
Employee does not have a mask or face shield .	If an employee comes to campus with a mask or face shield, please refer them to the Texas Front Desk (Resource Center). RMCAD will make available disposable masks and face shields for all students, faculty and staff, and visitors.
Employee is not compliant with wearing a mask or face shield.	If an employee comes to campus without a mask or face shield, please adhere to the following protocol: <ol style="list-style-type: none"> <li>1. Ask the employee if they have a mask or face shield. <ol style="list-style-type: none"> <li>a. If the employee does not have a mask or face shield, please refer them to the Texas Front Desk (Resource Center).</li> </ol> </li> <li>2. Remind the employee of the RMCAD COVID-19 Mask and Face Shield Policy.</li> <li>3. If the employee refuses to wear a mask or face shield, it is a violation of the employment expectations. Please notify the Director of Human Resources, Gary Clarke at <a href="mailto:gclarke@rmcad.edu">gclarke@rmcad.edu</a>.</li> </ol>
Employee cannot wear a mask due to a disability of health related concern.	If an employee reports that they cannot wear a mask or face shield due to disability or health related reasons, contact the Director of Human Resources, Gary Clarke at <a href="mailto:gclarke@rmcad.edu">gclarke@rmcad.edu</a> .
<b>VISITORS COVID-19 MASK PROCEDURE</b>	
Visitor does not have a mask or face shield .	If a visitor comes to campus with a mask or face shield, please refer them to the Texas Front Desk (Resource Center). RMCAD will make available disposable masks and face shields for all students, faculty and staff, and visitors.
Visitor is not compliant with wearing a mask or face shield.	<ol style="list-style-type: none"> <li>1. Ask the visitor if they have a mask or face shield. <ol style="list-style-type: none"> <li>a. If the visitor does not have a mask or face shield, please refer them to the Texas Front Desk (Resource Center).</li> </ol> </li> <li>2. Inform the visitor of the RMCAD COVID-19 Mask and Face Shield Policy.</li> <li>3. If the visitor refuses to wear a mask or face shield, notify RMCAD Security at 303-567-7271 and security will escort the visitor off campus.</li> </ol>

## COVID-19 VACCINATION Policy

RMCAD highly recommends and encourages students, faculty and staff to get vaccinated. You can learn about where you can get vaccinated [here](#).

## VACCINATED INDIVIDUALS: EXPOSURE, TESTING and ISOLATION Policy

A fully vaccinated person does not need to quarantine or be tested for SARS-CoV-2 if exposed. However, fully vaccinated people should still get tested if they experience COVID-19 symptoms. If they have symptoms and/or have tested positive, they should isolate themselves from others for no fewer than 10 days.

## COVID-19 SYMPTOMS + POSITIVE TEST RESULTS SELF-DISCLOSURE Policy

Any student, faculty, staff, or visitor experiencing COVID-19 related symptoms should immediately leave campus and complete the “COVID-19 SYMPTOMS + POSITIVE TEST RESULTS SELF-DISCLOSURE form.”

In keeping with [Jefferson County Public Health requirements](#) and [CDC recommendations](#), all students, faculty, and staff should notify the College if:

- displaying a pandemic contagion or other contagious/infectious disease symptoms,
- tested for COVID-19 or other contagious/infection diseases OR are self-quarantining at the direction of medical personal, OR
- knowingly exposed to someone who tested positive for COVID-19.

All students, faculty, and staff MUST notify the College if they test positive for COVID-19.

Notifications for students, faculty, and staff MUST be submitted through the RMCAD Mobile App form, “COVID-19 SYMPTOMS + POSITIVE TEST RESULTS SELF-DISCLOSURE form.”

Those RMCAD personnel who do not presently have access to the mobile app may submit their positive case to the appropriate parties by email send: For staff and faculty, we ask that they reach out to HR at [hr@rmcad.edu](mailto:hr@rmcad.edu), for students we ask that you reach out to the dean of students ([deanofstudents@rmcad.edu](mailto:deanofstudents@rmcad.edu)).

## COVID-19 SYMPTOMS + POSITIVE TEST RESULTS SELF DISCLOSURE Procedure

<b>STUDENTS COVID-19 SYMPTOMS + POSITIVE TEST RESULTS SELF DISCLOSURE PROCEDURE</b>	
<p>Students</p> <ul style="list-style-type: none"> <li>● displaying a pandemic contagion or other contagious/infectious disease symptoms,</li> <li>● testing for COVID-19 or other contagious/infection diseases OR self-quarantining at the direction of medical personal, OR</li> <li>● who have knowingly been exposed to someone who tested positive for COVID-19</li> </ul> <p>MUST submit the “COVID-19 SYMPTOMS + POSITIVE TEST RESULTS SELF-DISCLOSURE form” through the RMCAD Mobile App.</p>	
<b>PERSONNEL</b>	<b>ACTION ITEM</b>
<p>The RMCAD COVID-19 Taskforce initiates the below action items following the receipt of the “COVID-19 SYMPTOMS + POSITIVE TEST RESULTS SELF-DISCLOSURE form”.</p>	
<p>RMCAD COVID-19 Taskforce</p>	<p><b>STUDENT CONTACT</b></p> <p>Reaches out to students to discuss form and identify appropriate action steps, which may include all or some of the below according to the information disclosed.</p>
<p>Vice President of Operations</p>	<p><b>CLEANING / SANITIZATION</b></p> <p>Immediate notification to RMCAD Facilities for classroom and common space disinfectant and cleaning protocol.</p>
<p>Dean of Students OR Director of Student Services</p>	<p><b>TEST RESULTS</b></p> <p>Students who report</p> <ul style="list-style-type: none"> <li>● displaying a pandemic contagion or other contagious/infectious disease symptoms,</li> <li>● being tested for COVID-19 or other contagious/infection diseases OR self-quarantining at the direction of medical personal, OR</li> <li>● to have knowingly been exposed to someone who tested positive for COVID-19</li> </ul> <p>MUST take a COVID-19 diagnostic test.</p> <ul style="list-style-type: none"> <li>● Upon receiving test results, the student must share the results with the Dean of Students:                             <ul style="list-style-type: none"> <li>○ Positive COVID-19 Test Results: remain in isolation/quarantine.</li> <li>○ Negative COVID-19 Test Results: student may return to class.</li> </ul> </li> </ul>
<p>Dean of Students OR Director of Student Services</p>	<p><b>ISOLATION / QUARANTINE</b></p> <p>Notify students of necessary Isolation or Quarantine. Isolation and</p>



	<p>Quarantine - vaccination</p> <p><b>ISOLATION:</b></p> <p>Individuals must <b>isolate</b> themselves when they have been infected with the virus, even if they don't have symptoms. (A fully vaccinated person - if they have symptoms and/or have tested positive - should isolate themselves from others for no fewer than 10 days.)</p> <p>Isolation is used to separate people infected with COVID-19 from those who are not infected.</p> <p>People who are in isolation should stay home until it's safe for them to be around others. At home, anyone sick or infected should separate from others, stay in a specific "sick room" or area, and use a separate bathroom (if available).</p> <p><b>QUARANTINE:</b></p> <p>Individuals must <b>quarantine</b> when they might have been exposed to the virus.</p> <p>Quarantine if you have been in <a href="#">close contact</a> (within 6 feet of someone for a cumulative total of 15 minutes or more over a 24-hour period) with someone who has COVID-19, unless you have been <a href="#">fully vaccinated</a>.</p> <p>People who are fully vaccinated do NOT need to quarantine after contact with someone who had COVID-19 unless they have <a href="#">symptoms</a>. However, fully vaccinated people should still get tested if they experience COVID-19 symptoms. If they have symptoms and/or have tested positive, they should isolate themselves from others for no fewer than 10 days.</p>
Dean of Faculty	<p><b>INSTRUCTOR NOTIFICATION</b></p> <p>Notifies instructors of student(s) in isolation or quarantine.</p>
Faculty	<p><b>ATTENDANCE AND CLASS ACTION PLAN</b></p> <p>Reach out to student(s) to work out an attendance and class action plan.</p> <ul style="list-style-type: none"> <li>• The attendance and class action plan is determined by faculty and ensures that students in Quarantine and Isolation have a path to meet weekly attendance requirements through various means while they work on coursework remotely during their quarantine/isolation period. Further, it ensures</li> </ul>

	<p>that students are able to submit work, receive feedback, and participate and engage in classroom activities to the best of the instructor's ability.</p> <p>Finalize an attendance and class action plan and send it via RMCAD email to the student and the RMCAD COVID-19 Task Force at <a href="mailto:studentsuccess@rmcad.edu">studentsuccess@rmcad.edu</a>.</p> <p>Faculty continue to post attendance on designated days.</p>
<p>Dean of Students OR Director of Student Services</p>	<p><b>WORK STUDY STUDENTS ONLY</b></p> <p>Notifies managers of student work study workers in isolation or quarantine. Works to generate an employee action plan to facilitate remote work for student work study employees.</p>
<p>Dean of Students OR Director of Student Services</p>	<p><b>CONTACT TRACING / NOTIFICATIONS</b></p> <p>Upon notification of a positive COVID-19 test result, the RMCAD Task Force will send a notification to known instructors, classmates, and other RMCAD personnel who have come into contact with the</p> <p>Contact tracing will be conducted with Jefferson County Public Health. In the event of an outbreak, anyone who may have come in contact with an infected individual will be notified by the JeffCo Public Health Department.</p> <p>Contact Tracing + Notifications</p> <ul style="list-style-type: none"> <li>● Instructor</li> <li>● Class</li> <li>● <i>Positive test result only</i> - Notify Dr. Terence Brennan for tracking purposes</li> </ul>
<p>Dean of Students OR Director of Student Services</p>	<p><b>RETURNING TO CAMPUS</b></p> <p>The Dean of Students OR Director of Student Services notifies the student and their instructor(s) when a student has been cleared to return to campus.</p> <hr/> <p>To return to campus after a positive test for or presumed positive diagnosis of COVID-19, RMCAD follows CDC guidance and medical provider/public health recommendations. The College may require written documentation from an individual's medical provider or the applicable public health authority identifying the date of testing or the date of onset of symptoms.</p> <p>The CDC recommends symptomatic individuals can resume interaction with others after 24 hours with no fever (without</p>

	<p>medication to reduce a fever), other symptoms are improving, and at least 10 days have passed since symptoms first appeared.</p> <p>Asymptomatic individuals who had a positive test can resume interactions with others 10 days after the date of the positive test. Although members of the RMCAD community may be concerned about the return to campus of an individual who previously tested positive for COVID-19, if the public health guidance supports that the individual can end isolation, the College will follow medical/public health guidance.</p>
<p><b>STAFF COVID-19 SYMPTOMS + POSITIVE TEST RESULTS SELF DISCLOSURE PROCEDURE</b></p>	
<p>Staff</p> <ul style="list-style-type: none"> <li>• displaying a pandemic contagion or other contagious/infectious disease symptoms, testing for COVID-19 or other contagious/infection diseases OR those self-quarantining at the direction of medical personal, OR</li> <li>• knowingly exposed to someone who tested positive for COVID-19</li> </ul> <p>MUST submit the “COVID-19 SYMPTOMS + POSITIVE TEST RESULTS SELF-DISCLOSURE form” through the RMCAD Mobile App.</p>	
<p><b>PERSONNEL</b></p>	<p><b>ACTION ITEM</b></p>
<p>The RMCAD COVID-19 Taskforce initiates the below action items following the receipt of the “COVID-19 SYMPTOMS + POSITIVE TEST RESULTS SELF-DISCLOSURE form” form.</p>	
<p>RMCAD COVID-19 Taskforce</p>	<p><b>STAFF CONTACT</b></p> <p>Reaches out to staff employees to discuss form and identify appropriate action steps, which may include all or some of the below according to the information disclosed.</p>
<p>Vice President of Operations</p>	<p><b>CLEANING / SANITIZATION</b></p> <p>Immediate notification to RMCAD Facilities for classroom, office, and common space disinfectant and cleaning protocol.</p>
<p>Director of Human Resources</p>	<p><b>TEST RESULTS</b></p> <p>Staff and faculty who report</p> <ul style="list-style-type: none"> <li>• displaying a pandemic contagion or other contagious/infectious disease symptoms,</li> <li>• testing for COVID-19 or other contagious/infection diseases OR self-quarantining at the direction of medical personal, OR</li> <li>• to have knowingly been exposed to someone who tested positive for COVID-19</li> </ul> <p>MUST take a COVID-19 diagnostic test.</p>

	<ul style="list-style-type: none"> <li>● Upon receiving test results, the staff member must share the results with the Director of Human Resources:             <ul style="list-style-type: none"> <li>○ Positive COVID-19 Test Results: remain in isolation/quarantine.</li> <li>○ Negative COVID-19 Test Results: staff may return to work on campus/in the office.</li> </ul> </li> </ul>
<p>Director of Human Resources</p>	<p><b>ISOLATION / QUARANTINE</b></p> <p>Notify staff/faculty members of necessary Isolation or Quarantine. Isolation and Quarantine - vaccination</p> <p><b>ISOLATION:</b></p> <p>Individuals must isolate when they have been infected with the virus, even if they don't have symptoms. (A fully vaccinated person - if they have symptoms and/or have tested positive - should isolate themselves from others for no fewer than 10 days.)</p> <p>Isolation is used to separate people infected with COVID-19 from those who are not infected.</p> <p>People who are in isolation should stay home until it's safe for them to be around others. At home, anyone sick or infected should separate from others, stay in a specific "sick room" or area, and use a separate bathroom (if available).</p> <p><b>QUARANTINE:</b></p> <p>Individuals must <b>quarantine</b> when they might have been exposed to the virus.</p> <p>Quarantine if you have been in <a href="#">close contact</a> (within 6 feet of someone for a cumulative total of 15 minutes or more over a 24-hour period) with someone who has COVID-19, unless you have been <a href="#">fully vaccinated</a>.</p> <ul style="list-style-type: none"> <li>● People who are fully vaccinated do NOT need to quarantine after contact with someone who had COVID-19 unless they have <a href="#">symptoms</a>. However, fully vaccinated people should still get tested if they experience COVID-19 symptoms. If they have symptoms and/or have tested positive, they should isolate themselves from others for no fewer than 10 days. Upon receiving test results, share these with the Director of Human Resources</li> </ul>

	<ul style="list-style-type: none"> <li>○ Positive: remain in quarantine</li> <li>○ Negative: return to class</li> </ul>
Director of Human Resources	<p><b>MANAGER NOTIFICATION</b></p> <p>Notifies instructors of employees in isolation or quarantine.</p>
Employee	<p><b>EMPLOYMENT ACTION PLAN</b></p> <p>Reaches out to manager to work out an employment action plan.</p>
Manager	<p><b>EMPLOYMENT ACTION PLAN</b></p> <p>Finalize the employee action plan and send it via RMCAD email to the employee and the Director of Human Resources, Gary Clarke.</p>
Director of Human Resources	<p><b>CONTACT TRACING / NOTIFICATIONS</b></p> <p>Upon notification of a positive COVID-19 test result, the RMCAD Task Force will send a notification to known faculty, staff, students, and other RMCAD personnel who have come into contact with the employee. Following HIPAA guidelines, employees may elect to disclose use of their health records; otherwise, RMCAD will notify faculty, staff, students, and other RMCAD personnel that may have come into contact with an individual who has tested positive for COVID-19.</p> <p>Contact tracing will be conducted with Jefferson County Public Health. In the event of an outbreak, anyone who may have come in contact with an infected individual will be notified by the JeffCo Public Health Department.</p> <ul style="list-style-type: none"> <li>● <i>Positive test result only</i> - Notify Dr. Terence Brennan for tracking purposes</li> </ul>
Dean of Students OR Director of Student Services	<p><b>RETURNING TO CAMPUS</b></p> <p>The Dean of Students OR Director of Student Services notifies the student and their instructor(s) when a student has been cleared to return to campus.</p> <hr/> <p>To return to campus after a positive test for or presumed positive diagnosis of COVID-19, RMCAD follows CDC guidance and medical provider/public health recommendations. The College may require written documentation from an individual's medical provider or the applicable public health authority identifying the date of testing or the date of onset of symptoms.</p>

	<p>The CDC recommends symptomatic individuals can resume interaction with others after 24 hours with no fever (without medication to reduce a fever), other symptoms are improving, and at least 10 days have passed since symptoms first appeared.</p> <p>Asymptomatic individuals who had a positive test can resume interactions with others 10 days after the date of the positive test. Although members of the RMCAD community may be concerned about the return to campus of an individual who previously tested positive for COVID-19, if the public health guidance supports that the individual can end isolation, the College will follow medical/public health guidance.</p>
<p><b>FACULTY COVID-19 SYMPTOMS + POSITIVE TEST RESULTS SELF DISCLOSURE PROCEDURE</b></p>	
<p>Staff</p> <ul style="list-style-type: none"> <li>● displaying a pandemic contagion or other contagious/infectious disease symptoms,</li> <li>● testing for COVID-19 or other contagious/infection diseases OR self-quarantining at the direction of medical personal, OR</li> <li>● who have knowingly been exposed to someone who tested positive for COVID-19</li> </ul> <p>MUST submit the “COVID-19 SYMPTOMS + POSITIVE TEST RESULTS SELF-DISCLOSURE form” through the RMCAD Mobile App.</p>	
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<p>Vice President of Operations</p>	<p><b>CLEANING / SANITIZATION</b></p> <p>Immediate notification to RMCAD Facilities for classroom, office, and common space disinfectant and cleaning protocol.</p>
<p>Director of Human Resources</p>	<p><b>TEST RESULTS</b></p> <p>Staff who report</p> <ul style="list-style-type: none"> <li>● displaying a pandemic contagion or other contagious/infectious disease symptoms,</li> <li>● testing for COVID-19 or other contagious/infection diseases OR self-quarantining at the direction of medical personal, OR</li> <li>● to have knowingly been exposed to someone who tested positive for COVID-19</li> </ul>

	<p>MUST take a COVID-19 diagnostic test.</p> <ul style="list-style-type: none"> <li>● Upon receiving test results, the staff/faculty member must share the results with the Director of Human Resources:             <ul style="list-style-type: none"> <li>○ Positive COVID-19 Test Results: remain in isolation/quarantine.</li> <li>○ Negative COVID-19 Test Results: faculty may return to classroom(s) on campus.</li> <li>○ <i>Positive test result only</i> - Notify Dr. Terence Brennan for tracking purposes</li> </ul> </li> </ul>
<p>Dean of Faculty</p>	<p><b>ISOLATION / QUARANTINE</b></p> <p>Notify students of necessary Isolation or Quarantine. Isolation and Quarantine - vaccination</p> <p><b>ISOLATION:</b></p> <p>Individuals isolate when they have been infected with the virus, even if they don't have symptoms. (A fully vaccinated person - if they have symptoms and/or have tested positive - should isolate themselves from others for no fewer than 10 days.)</p> <p>Isolation is used to separate people infected with COVID-19 from those who are not infected.</p> <p>People who are in isolation should stay home until it's safe for them to be around others. At home, anyone sick or infected should separate from others, stay in a specific "sick room" or area, and use a separate bathroom (if available).</p> <p><b>QUARANTINE:</b></p> <p>Individuals <b>quarantine</b> when notified that he/she may have been exposed to the virus.</p> <p>Quarantine if you have been in <a href="#">close contact</a> (within 6 feet of someone for a cumulative total of 15 minutes or more over a 24-hour period) with someone who has COVID-19, unless you have been <a href="#">fully vaccinated</a>.</p> <p>People who are fully vaccinated do NOT need to quarantine after contact with someone who had COVID-19 unless they have <a href="#">symptoms</a>. However, fully vaccinated people should still get tested if they experience COVID-19 symptoms. If they have symptoms and/or</p>

	<p>have tested positive, they should isolate themselves from others for no fewer than 10 days</p> <ul style="list-style-type: none"> <li>● Upon receiving test results, share these with the Dean of Students             <ul style="list-style-type: none"> <li>○ Positive: remain in quarantine</li> <li>○ Negative: return to class</li> </ul> </li> </ul>
Director of Human Resources	<p><b>CHAIR NOTIFICATION</b></p> <p>Notifies instructors of employees in isolation or quarantine.</p>
Dean of Faculty & Director of Human Resources	<p><b>FACULTY SUBSTITUTION ACTION PLAN</b></p> <p>Reach out to the Chair to identify a faculty substitution plan for the duration of the Isolation/Quarantine period. The substitution plan will be informed by the following priorities, in order from highest to lowest:</p> <ul style="list-style-type: none"> <li>● Maintain the modality of the course with a credentialed faculty member</li> <li>● Maintain the primary instructor as the faculty member teaching the course</li> <li>● Maintain instruction with a credentialed faculty member</li> </ul>
Manager	<p><b>EMPLOYMENT ACTION PLAN</b></p> <p>Finalize the employee action plan and send it via RMCAD email to the employee and the Director of Human Resources, Gary Clarke.</p>
Director of Human Resources	<p><b>CONTACT TRACING / NOTIFICATIONS</b></p> <p>Upon notification of a positive COVID-19 test result, the RMCAD Task Force will send a notification to known faculty, staff, students, and other RMCAD personnel who have come into contact with the employee. Following HIPAA guidelines, employees may elect to disclose use of their health records; otherwise, RMCAD will notify faculty, staff, students, and other RMCAD personnel that may have come into contact with an individual who has tested positive for COVID-19.</p> <p>Contact tracing will be conducted with Jefferson County Public Health. In the event of an outbreak, anyone who may have come in contact with an infected individual will be notified by the JeffCo Public Health Department.</p>
Dean of Faculty	<p><b>RETURNING TO CAMPUS</b></p> <p>The Dean of Faculty notifies the faculty when a faculty member has been cleared to return to campus.</p>



	<hr/> <p>To return to campus after a positive test for or presumed positive diagnosis of COVID-19, RMCAD follows CDC guidance and medical provider/public health recommendations. The College may require written documentation from an individual's medical provider or the applicable public health authority identifying the date of testing or the date of onset of symptoms.</p> <p>The CDC recommends symptomatic individuals can resume interaction with others after 24 hours with no fever (without medication to reduce a fever), other symptoms are improving, and at least 10 days have passed since symptoms first appeared.</p> <p>Asymptomatic individuals who had a positive test can resume interactions with others 10 days after the date of the positive test. Although members of the RMCAD community may be concerned about the return to campus of an individual who previously tested positive for COVID-19, if the public health guidance supports that the individual can end isolation, the College will follow medical/public health guidance.</p>
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## CONTACT TRACING Procedure

The RMCAD COVID-19 Task Force Conducts Contact Tracing.

Contact tracing includes two distinct processes: 1) to notify individuals who test positive and need to isolate; and, 2) to notify individuals who are exposed to a COVID-positive individual and discuss next steps, which may include quarantine.

### 1) Case investigation for individuals who test positive

For individuals who test positive for COVID-19, RMCAD will:

- Conduct an in-depth interview (typically 20-30 minutes)
- Educate, support, and identify needs and barriers to self-isolation
- Connect and refer to additional resources
- Ensure confidentiality
- Identify close contacts during potentially infectious time period; this may include proximal contacts as well as close contacts.
- Check in daily until individual's isolation is over
- Provide return to work/school clearance and instructions
- Learn more about isolation procedures and support services.

## 2) Contact tracing for individuals exposed to a COVID-positive person

For individuals who may have been exposed to a COVID-positive community member, RMCAD will:

- Notify of exposure
- Maintain confidentiality for the infected person
- Educate, support, and identify needs and barriers to self-quarantine, if applicable
- Connect and refer to additional resources
- Refer additional testing as appropriate
- Check in daily until your quarantine is over
- Provide with return to work/school clearance and instructions

**Getting comprehensive information from a patient diagnosed with COVID-19 is the foundation of case investigation and contact tracing. This information includes:**

- history of SARS-CoV-2 (the virus that causes COVID-19) testing and results,
- date of symptom onset, if applicable,
- date of specimen collection for COVID-19 testing,
- source of illness,
- list of close contacts and their locating information,
- duration of exposure,
- exposure locations (including events and gatherings with unknown contacts).

### **Information is kept private**

Identity and health information provided to a contact tracer is always kept confidential. It will not be shared with anyone who may have been exposed.

# COVID-19 RESOURCES

## TEMPERATURE SCAN

RMCAD makes available temperature scans in the main entrance of all of its buildings.

### **Temperature Checks Indicating Symptoms/Self-Reporting of Symptoms**

- **Fever:** The CDC states that a fever for COVID-19 purposes is any temperature at 100.4 degrees Fahrenheit/38 degrees Celsius or higher.

### **False Readings**

If a student or staff member believes that the system provided a false reading due to elevated temperatures outdoors, they may wait ten minutes and then have their temperature checked again.

# COVID-19 SYMPTOMS + POSITIVE TEST RESULTS SELF-DISCLOSURE Form

In keeping with [Jefferson County Public Health requirements](#) and [CDC recommendations](#), all students, faculty, and staff should notify the College using this form if they:

- are displaying a pandemic contagion or other contagious/infectious disease symptoms,
- are being tested for COVID-19 or other contagious/infection diseases OR are self-quarantining at the direction of medical personal, OR
- have knowingly been exposed to someone who tested positive for COVID-19.

Questions:

1. Are you displaying a pandemic contagion or other contagious/infectious disease symptoms OR are you self-quarantining at the direction of medical personnel?
  - a. Yes: **QUESTION 2**
  - b. No: Have you knowingly been exposed to someone who tested positive for COVID-19?
    - i. Yes: Have you been vaccinated?
      1. Yes: If so, when:
        - a. Fill-in the blank
      2. No: Please schedule and take a COVID-19 test. Please stay home and follow medical health advice. Do not come to campus, begin your quarantine for no less than 10 days from when you were exposed and continue to self-monitor your symptoms. Upon receiving your test results, please resubmit this form.
2. Have you been tested for COVID-19?
  - a. Yes: **QUESTION 3**
  - b. No: Please schedule and take a COVID-19 test. Please quarantine until you receive your test results. Upon receiving your test results, please resubmit this form.
3. Have you received your test results yet?
  - a. Yes: **QUESTION 4**
  - b. No: Please schedule and take a COVID-19 test. Please quarantine until you receive your test results. Upon receiving your test results, please resubmit this form.
4. What are the results of your test?
  - a. Positive: Please stay home and follow medical health advice. Do not come to campus, begin your quarantine for no less than 10 days from when you were tested and continue to self-monitor your symptoms.
  - b. Negative: Thank you. You have been cleared to come to campus.

Thank you for completing this form. Please expect a call from a member of our RMCAD COVID-19 Task Force within 24-48 hours.

# RMCAD POSSIBLE COVID-19 EXPOSURE NOTIFICATION Template

Dear XXXXXX:

This email is to inform you that you may have been exposed to an individual who tested positive for Covid-19 sometime between DATE and DATE. This person is in quarantine and will not return to campus until they clear CDC guidelines (10 days from the positive test result).

We ask you to stay home and take precautions and see our ISOLATION / QUARANTINE procedures.

Thank you,

## EMPLOYEE POSITIVE TEST NOTIFICATION Template

August 25, 2021

Attention \_\_\_\_\_:

### Important Notice

A member of the RMCAD Community reported testing positive for COVID-19 within the last 24 hours. The individual indicates that he/she had direct contact with you sometime within the last five (5) days.

Given your potential exposure, you may be required to leave the RMCAD campus to begin a possible quarantine and monitoring for symptoms. If you are not vaccinated, the Centers for Disease Control (CDC) encourages quarantine and monitoring for symptoms for no less than 10 days after the day of exposure. In addition, you are required to test for the virus as soon as possible. (Your test result must be negative in order to return to campus).

If fully vaccinated, you do not need to quarantine or be tested for SARS-CoV-2, if exposed. However, you should still get tested if you experience COVID-19 symptoms. If you have symptoms and/or have tested positive, you should isolate yourself from others for 10 days. (You will need a negative test result to return to campus.)

The most common symptoms of COVID include:

- Fever
- Cough
- Shortness of breath

Other symptoms can include sore throat, congestion/runny nose, nausea, vomiting, diarrhea, headache/body aches and new loss of taste or smell.

Again, even if you are vaccinated, you are also strongly encouraged to contact your medical provider or a health professional for further guidance.

Please contact HR before returning to campus to ensure that all protocols have been met. Should you have any questions about how to proceed, please contact Gary Clarke, Director of Human Resources - [gdclarke@rmcad.edu](mailto:gdclarke@rmcad.edu) or (720) 576-0555.

Thank you for doing your part in keeping our students and staff healthy and safe.

Gary Clarke

RMCAD Human Resource Team

## STUDENT POSITIVE TEST NOTIFICATION Template

August 25, 2021

Attention \_\_\_\_\_:

### Important Notice

A member of the RMCAD Community reported testing positive for COVID-19 within the last 24 hours. The individual indicates that he/she had direct contact with you sometime within the last five (5) days.

Given your potential exposure, you may be required to leave the RMCAD campus to begin a possible quarantine and monitoring for symptoms. If you are not vaccinated, the Centers for Disease Control (CDC) encourages quarantine and monitoring for symptoms for no less than 10 days after the day of exposure. In addition, you are required to test for the virus as soon as possible. (Your test result must be negative in order to return to campus).

If fully vaccinated, you do not need to quarantine or be tested for SARS-CoV-2, if exposed. However, you should still get tested if you experience COVID-19 symptoms. If you have symptoms and/or have tested positive, you should isolate yourself from others for 10 days. (You will need a negative test result to return to campus.)

The most common symptoms of COVID include:

- Fever
- Cough
- Shortness of breath

Other symptoms can include sore throat, congestion/runny nose, nausea, vomiting, diarrhea, headache/body aches and new loss of taste or smell.

Again, even if you are vaccinated, you are also strongly encouraged to contact your medical provider or a health professional for further guidance.

Please contact Student Services before returning to campus to ensure that all protocols have been met. Should you have any questions about how to proceed, please contact Melinda Kern or Robb Fladry.

Thank you for doing your part in keeping our students and staff healthy and safe.

Robb Fladry

Student Affairs Team