FACULTY COVID-19 MANAGEMENT INFORMATION
Faculty COVID-19 Management Information

This document is meant to be a guide for faculty in addressing COVID-19 related issues in the classroom. It will not address every situation.

Student & Faculty/Staff Testing Options

Testing is available at multiple locations on campus and varies by week. Please visit coronavirus.kennesaw.edu for current testing options.

Students Experiencing Symptoms or Reporting that they have tested positive for COVID-19

⇒ If a student reports to you that they have tested positive for COVID-19, please ask them to leave campus/remain away from campus and report their positive case to KSU through the self-reporting form at coronavirus.kennesaw.edu or by calling the Help-line at 470.578.6644, Option 1.
⇒ Students should self-monitor for symptoms prior to coming to campus each day. **Anyone with a fever of 100.4 or higher should NOT come to campus** but instead should contact the COVID Health Hotline at 470-578-6644, Option 1 for further direction.
If your student informs you that they have any symptoms below, you should direct them to remain at home and contact their health professional.

- Cough
- Fever of 100.4 or higher
- Runny nose or new sinus congestion
- Shortness of breath or difficulty breathing
- Chills
- Muscle aches
- Headache
- Sore Throat
- Fatigue
- New Gastrointestinal symptoms
- New loss of taste and/or smell

- Students experiencing any of the above symptoms or having any questions may contact the COVID Health Hotline at 470-578-6644, Option 1 to speak with a medical professional.

Faculty Notification for Students Directed to Self-Isolate or Quarantine

- When a student reports to KSU that they have tested positive for COVID-19 or receives a positive test at the Student Health Clinic, they are directed to self-isolate and their faculty members will be notified with this letter. Notification will be sent to any faculty member who is the instructor of record for any face-to-face or hybrid class, informing them the student is in self-isolation or quarantine and providing the end date when the student is able to report to campus again.
- Faculty teaching on-line classes may be notified if the student's illness is severe enough that they cannot participate in on-line learning.
• Faculty should ensure that the students do not report to in-person class for the entire isolation period. For more information about CDC guidelines for individuals who test positive for COVID-19, see below or [click here](#).

• When a student or faculty member is identified to be a close contact to another KSU student, faculty or staff member that has tested positive for COVID-19, KSU will direct the student or faculty member to quarantine and they will be given [this letter](#) that can be provided to their faculty members. Faculty should ensure that the students do not report to in-person class for the entire quarantine period. For more information about CDC guidelines for individuals who are identified as high-risk exposures/close contacts, see below or [click here](#).

• Students may report that they have been identified as a close contact to an individual with no association to KSU. This may be a member of their household, roommate, friend, etc. In these instances, it is appropriate to ask for documentation from the Department of Public Health or a medical professional. KSU will not be able to provide documentation in these instances.

**Student Close Contacts/High Risk Exposures**

• If a student has been named as a “close contact” or confirms “high risk exposure”, they should quarantine for 14 days and should monitor their health for fever, cough and shortness of breath during the 14 days after the last day of close contact with the sick person with COVID-19. The student should not go to work or school and should avoid public places for 14 days.

• The Department of Public Health defines close contact as:
  ⇒ Living in the same household as a sick person with COVID-19;
  ⇒ Caring for a sick person with COVID-19;
⇒ Being within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period; OR
⇒ Being in direct contact with secretions from a sick person with COVID-19 (e.g., being coughed on, kissing, sharing utensils, etc.)

- If the contact tracing was done by the KSU Response Team, the student who was a confirmed close contact of a positive individual will receive a letter to provide to faculty members detailing the self-quarantine instructions.
⇒ The CDC and Department of Public Health recommend waiting 10 days following exposure before taking a COVID-19 test, unless symptoms develop prior to the 10-day period ending.
⇒ The 14-day self-quarantine period should be observed even if the student receives a negative test result prior to the end of the quarantine period.
⇒ If a student comes to class prior to the end date of their quarantine period, the faculty member should ask them to leave the classroom and should report the student to the Dean of Students at deanofstudents@kennesaw.edu.
⇒ The faculty member may request documentation from the student if they are notified by a student of the need to self-quarantine for 14 days.

**Students Returning After Testing Positive for COVID-19**

⇒ KSU Student Health Services will notify the COVID Response Center for any student who tests positive through the KSU Student Health Center. Students who test positive at off campus testing sites should complete the Kennesaw State University COVID-19 Self Reporting form or notify the COVID Response Center by calling 470-578-6644.
⇒ Students with a confirmed case of COVID-19 will be required to self-isolate and may return to class/normal activities based on the below guidance from the CDC and the Department of Public Health:
⇒ Persons who have had COVID-19 symptoms and tested positive may discontinue isolation when all the below conditions are met:
  o At least 10 (ten) days have passed since symptoms first appeared AND
  o At least 24 hours have passed since last fever without the use of fever-reducing medications AND
  o Symptoms (e.g., cough, shortness of breath) have improved

⇒ Persons who have NOT had COVID-19 symptoms but tested positive and are under isolation may discontinue isolation when at least 10 (ten) days have passed since the date of the first positive COVID-19 diagnostic test assuming they have NOT subsequently developed symptoms since their positive test.

⇒ Students who come to campus before their self-isolation end-date (which can be found on “Letter to Faculty for Excused Students”) are subject to campus disciplinary action and will also be reported to the Department of Public Health.

⇒ If a student comes to class prior to the end date of their self-isolation, the faculty member should ask them to leave the classroom and should report the student to the Dean of Students at deanofstudents@kennesaw.edu.

If a faculty member has questions about a specific scenario that is not addressed in this guide, they can email return2campus@kennesaw.edu for assistance. For detailed return to work guidance, please see the Guide for Returning to the Workplace which can be found here.
Dear Faculty Member,

The following student(s) have been asked to self-isolate and/or quarantine at the direction of the Georgia Department of Public Health (DPH). Please excuse the student(s) from attending in-person class until ________________, 2020, at the earliest.

**Student(s):**

KSU is following CDC and Georgia DPH protocols as we respond to confirmed COVID-19 cases on campus. Students who test positive for COVID-19 are directed to self-isolate and any close contacts of a confirmed case are directed to quarantine. CDC defines close contact as any individual who was within six feet of the confirmed case for 15 minutes or longer.

Impacted classrooms and other areas on campus have been decontaminated out of an abundance of caution. Campus operations are unaffected and your class can continue to meet in person.

Thank you for your understanding and flexibility during these trying times.

Sincerely,

Kennesaw State COVID Dedicated Operations Center
Dear

Please read this entire message and confirm that you will follow the instructions provided.

You have been identified as a close contact of an individual who has tested positive for COVID-19. The person was last on campus on ________ and tested positive on _________. Based on Center for Disease Control (CDC) and Georgia Department of Public Health (DPH) guidelines, the person is in isolation.

Since you have been identified as a likely close contact with the individual, and deemed to have had high-risk exposure, you are being directed to quarantine.

Per the Center for Disease Control and Prevention (CDC) and Georgia Department of Public Health (DPH), a high-risk exposure is defined as being within 6 feet for 15 minutes or more of a person who has tested positive for COVID-19 or who has been diagnosed by a doctor. In accordance with DPH guidance, KSU is instructing you to leave campus, quarantine, and monitor for symptoms through

Please review Cobb and Douglas Public Health specific instructions for Quarantine on Page #2. Local health officials are aware of this case, and we have followed their directives.

During your quarantine, should you test positive or be diagnosed with COVID-19, please notify Student Health Services at 470-578-6644. Please isolate until receiving further direction.

Specific medical questions should be directed to our COVID Help Hotline through Student Health Services at 470-578-6644 Option #1.

Please utilize this letter to notify your professor you will be unable to attend in-person classes and will need alternative learning accommodations during your quarantine.


Be well,

James Newlon, MD
You were identified as a close contact to someone diagnosed with novel coronavirus (COVID-19). A close contact includes being within 6 feet of a sick person with COVID-19 for about 15 minutes OR being in direct contact with secretions from a sick person with COVID-19 (e.g., being coughed on, kissing, sharing utensils, etc.). As a result, you are at risk of infection beginning 2-14 days from the exposure - this is the quarantine period.

For your own safety and for the safety of the public, Cobb & Douglas Public Health recommends that you actively monitor your health and remain quarantined at home through .

A contact tracer from Cobb & Douglas Public Health will soon call you for enrollment in contact tracing through Georgia Department of Public Health’s system. In order to prevent the spread of disease, and help advise you if you do develop symptoms of COVID-19, please respond to the phone call from public health. All close contacts are instructed to do the following during their quarantine period:

1) Quarantine yourself at home and away from others, except in case of emergency or to be tested for COVID-19.

2) You should obtain a test for COVID-19 at least once during your quarantine. If you have no symptoms, the test should take place on the 10th day of quarantine. You should obtain a test earlier in your quarantine if you experience any COVID-19 symptoms.
   - Any individual may be tested at no charge through Public Health. Please register on the Cobb & Douglas Public Health website (CDPHCOVID19testing.org or contact the CDPH Call Center at 770-514-2300).

3) Check your temperature twice a day and watch for symptoms.

For more information on COVID-19, you may visit:

- DPH: [https://dph.georgia.gov/novelcoronavirus](https://dph.georgia.gov/novelcoronavirus)
- Contact/Quarantine Guidance: [https://dph.georgia.gov/contact](https://dph.georgia.gov/contact)