COVID-19 Initial Reporting Procedures for Collin College Employees


A. Potential Exposure. Being within six (6) feet of an infected person for a cumulative total of at least 15 minutes over a 24-hour period starting from 2 days before symptoms or diagnosis. 

Note: Healthcare employees or healthcare faculty or faculty working in healthcare who come in contact during their work, but wear appropriate PPE are exempt.

B. Symptomatic. The onset of any of the following symptoms.

- Cough
- Sore throat
- Shortness of breath
- Chills
- Headache
- Loss of taste or smell
- Muscle pain
- Diarrhea
- Fever (over 100.0 F)

C. COVID testing. COVID tests are traditionally one of the following types.

- Antigen, RAPID, or antibody test
- Polymerase chain reaction (PCR) viral or similar test

Step 2. Initial Contact. Provide the Human Resources Manager of Benefits the following information at covid19answers@collin.edu.

A. Contact information (name, phone number, email).

B. Situation information (all that apply).

- Date of potential exposure
- Date that symptoms appeared
- Date of doctor’s diagnosis
- Date that COVID test administered
- COVID test type (PCR, antigen, other)
- COVID test results (awaiting, positive, negative)

C. Date you were last on any Collin College location and where (campus, and room number).

D. Names of Collin College students or employees with whom you may have been in close contact up to two (2) days prior to symptoms, positive COVID test results, or doctor’s diagnosis.

Step 3. Awaiting Test Results. Employees are prohibited from visiting any Collin College locations per guidance from government agencies while awaiting test results. Employees will inform the Human Resources Manager of Benefits upon receipt of test results.

Step 4. Self-quarantine/self-isolation. Immediately begin either a ten (10) day self-quarantine or self-isolation. During this time, you are prohibited from visiting any Collin College locations per guidance for higher education institutions from government agencies.

Step 5. Feedback. The Human Resources Manager of Benefits will contact you to provide additional information and instructions when it is appropriate for you to return.

Step 6. Update. Immediately contact the Human Resources Manager of Benefits if your situation changes or upon return to work.

All protocols are subject to change per government guidelines.