

COVID-19 Initial Reporting Procedures for Collin College Employees

An inherent risk of exposure to COVID-19 exists in any public place where people are present. To mitigate this risk, Collin College encourages the use of masks, handwashing, maintaining an appropriate distance where possible, receiving a COVID-19 vaccination, and self-reporting as your situation changes.

The following guidelines will assist you through the mitigation process.

Step 1. Self-Monitor. Continue to self-monitor at all times, especially after a potential exposure for any illness or a COVID-19 positive individual.

Step 2. Testing. Get tested for COVID-19 or contact your primary care provider. Click [HERE](#) to find a testing site.

Step 3. Self-Report. Submit a COVID Self-Report in [CougarWeb](#) to receive additional instructions specific to your situation. Please review dates when entering your information via the self-reporting tool.

The following information will be required when you submit a self-report.



Required information	Examples of possible answer
Contact information	Name, CWID number, phone number, and email
Are you experiencing COVID-19 symptoms? Cough, sore throat, shortness of breath, chills, headache, loss of taste or smell, diarrhea, fever	Yes or No
If received, what are the results of your COVID test or diagnosis?	Positive, negative, awaiting results, or another medical diagnosis (strep throat)
When were you tested?	This is the actual date the test was administered and not the date the results were received.
What was your last day on any Collin College campus or center?	Provide the date you were last on any campus or center.
Which campus(es) or center(s) did you visit?	Example: Plano Campus
What room number(s)?	Example: Room A101
What is your supervisor's name?	

Step 4. Receive instructions. You will receive an email from the Collin College Emergency Operations Center (EOC) with instructions to do one of the following:

- Avoid campus until you are fever free for 24-hours without taking fever-reducing medications, and
- Five (5) days have passed since the beginning of your symptoms or test date/medical diagnosis (whichever is first). Work with the faculty to arrange for instructional continuity and related matters.
- Return to campus as long as you are not currently experiencing any COVID-19 symptoms or illness. It is highly recommended that you wear a mask and follow the mitigation suggestions listed above.

Step 5. Feedback. If required, a representative from Human Resources will contact you via email to provide additional information based on your situation.

Step 6. Update. Resubmit a new [Self-Report](#) if your circumstances change or if you test positive again.

For Supervisors of Employees Who Have Tested Positive for COVID-19

- If employees' COVID-19 tests are positive, instruct them to follow the advice of health care professionals and self-report using the self-reporting tool.
- If employees are experiencing any symptoms, instruct them to contact their health care provider, notify their supervisor, and stay home.
- Supervisors are responsible for working with Human Resources to address time off for their employees.
- When employees self-report using the portal tool, the portal will automatically send emails to HR and facilities.