COVID-19 Initial Reporting Procedures for Collin College Students


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 students or students 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
   - Chills
   - Muscle pain
   - Sore throat
   - Headache
   - Diarrhea
   - Shortness of breath
   - Loss of taste or smell
   - 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 Associate Dean of Students the applicable information at dos@collin.edu:

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

B. College information.
   - Course number(s)
   - Method of instruction (online, hybrid, blended, or face-to-face)
   - Independent School District name if dual credit
   - Student housing number if residing on campus
   - Collin College supervisor if a student employee

C. Situation information.
   - 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)

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

E. 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. Students are prohibited from visiting any Collin College locations per guidance from government agencies while awaiting test results. Students will inform the Dean of Students 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 Associate Dean of Students will contact you to provide additional information and instructions when it is appropriate for you to return.

Step 6. Update. Immediately contact Associate Dean of Students if your situation changes.

All protocols are subject to change per government guidelines.

Questions about this document can be sent to covid19answers@collin.edu
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