

COVID-19 Initial Reporting Procedures for Collin College Employees

Collin College provides the following guideline for fully vaccinated or unvaccinated individuals.

FULLY VACCINATED INDIVIDUALS.

The college will consider you to be **fully vaccinated** and protected two weeks after

- The date of your single-dose vaccine (Johnson & Johnson).
- The date of your second shot for the double-dose vaccine (Pfizer or Moderna).

Once you are fully vaccinated:

- You can resume activities on campus that you did prior to the pandemic without a mask or social distancing.
- If you have symptoms, get tested.
- It is optional for you to continue to wear a mask or observe social distancing to protect unvaccinated individuals, but note that the college cannot mandate the use of masks by others. If you choose to wear a mask, practice the correct use of mask-wearing (<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>).
- Guidance on appropriate distancing, correct handwashing, and respiratory etiquette may be found at <https://www.cdc.gov/handwashing/when-how-handwashing.html>.

Things to consider:

- After being administered the vaccine, some individuals may experience a reaction to the vaccine that mimics COVID-19 symptoms or may even test positive for antigen and some antibody tests. A period of isolation is not required in such circumstances, and employees should work with their supervisor to determine work arrangements based on the severity of the reaction.
- There is a chance that you may still contract COVID-19. If you receive positive results from a PCR or viral test, then immediately notify covid19answers@collin.edu.

UNVACCINATED INDIVIDUALS. Unvaccinated persons should continue to following procedures.

Step 1. Self-Monitoring. Self-monitor for COVID-19 conditions.

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 the symptom start date or diagnosis date of an infected person.

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

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. ID testing. Tested positive for a polymerase chain reaction (PCR) viral or similar test

NOTE: Antigen, RAPID, or antibody tests are no longer accepted because they may present a false positive for fully vaccinated individuals.

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 COVID test administered
- Date that symptoms appeared	- COVID test type
- Date of doctor's diagnosis	- COVID test results (awaiting, positive, negative)
- Date of vaccine (if applicable)	

C. The 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** while awaiting PCR test results. Employees will inform the Human Resources Manager of Benefits upon receipt of PCR 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**.

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

Step 6. Updates. Immediately contact the Human Resources Manager of Benefits if your situation changes or upon return to work if not already cleared.

All protocols are subject to change per future government or agency guidance.