

HFC PROTOCOLS FOR WHEN SOMEONE GETS SICK*

General Guidance:

Faculty, staff, and students should not come to Henry Ford College campuses, clinical sites, or work/apprenticeship sites if they are sick. They should notify HFC officials if they become sick with COVID-19 [symptoms](#), test positive for COVID-19, or have been [exposed](#) to someone with COVID-19 symptoms or a confirmed or suspected case.

(Note that health care workers who are exposed to COVID-19 patients in the course of their jobs and who use appropriate PPE and health care safety do not need to follow the reporting and isolation procedures.)

If employees are sick, they should notify their supervisor and Tiffany Webster at twebster1@hfcc.edu or 313-845-9692.

If students are sick, they should notify their instructors and Munira Kassim at mmkassim@hfcc.edu or 313-845-6301.

If notified of illness of someone who is on campus, Campus Safety and the HFC officials identified above will follow the CDC guidance to isolate and transport them, will share [home isolation criteria](#) and [testing information](#), and encourage them to contact their healthcare provider.

If notified of an illness of someone who is not currently on campus, the HFC officials identified above will share the [home isolation criteria](#) and [testing information](#) and will also encourage the individual to their healthcare provider.

**The College does not provide medical advice. This information is not intended to be medical advice. This information in this bulletin is from the CDC guidelines. Please always consult your healthcare provider for medical advice.*

Isolate and Transport Those Who are Sick

Anyone who displays COVID-19 [symptoms](#) not explained by a known medical or physical condition (such as fever, cough, or shortness of breath) should immediately separate themselves from others. Individuals who are sick should immediately leave campus to go home or to a healthcare facility, depending on how severe their symptoms are, and should follow [CDC Guidance for caring for oneself and others](#) who are sick.

HFC Campus Safety will identify and maintain an isolation room, area, or building/floor to isolate anyone who has COVID-19 symptoms if there is a delay before the person can leave the campus. The room will be sanitized using enhanced disinfection procedures regularly.

Home Isolation Criteria

Sick faculty, staff, or students should **not** come to in-person classes or Henry Ford College (HFC) facilities, or end isolation until they have met CDC's [criteria to discontinue home isolation](#):

- Have had no fever for at least 24 hours (without the use of medicine that reduces fevers) **AND**
- At least 10 days* have passed since their symptoms first appeared or since they were swabbed for the test that yielded the positive result **AND**
- Other symptoms have improved** (for example, any cough or shortness of breath have improved)
 - *And up to 20 days for patients with severe to critical illness or who are severely immunocompromised
 - **Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation

Anyone who is sick should contact their healthcare provider. Depending on the healthcare provider's advice and availability of testing, they might get tested to see if they have COVID-19.

COVID-19 Testing

We encourage anyone who is sick or displaying symptoms to see if they qualify for COVID-19 testing. There are many locations where students and employees can get tested at no charge. Munira Kassim or Tiffany Webster will share this information with any student or employee who reports that they are ill.

- Visit the [State of Michigan Coronavirus website](#) for additional information, or
- Call the COVID-19 Hotline at 888-535-6136, press 1.

If an employee is able to get tested, they should send a copy of their test results to Tiffany Webster. If a student is able to get tested, they should send a copy of their test results to Munira Kassim.

Clean and Disinfect

Campus Safety and Facilities will close off areas used by the sick person, and notify students or employees who need to know those areas are closed. Areas will be closed until after cleaning and disinfecting. Facilities will follow [CDC cleaning guidance](#) and wait at least 24 hours before cleaning and disinfecting. If 24 hours are not feasible, they wait as long as possible.

Notify Those Who Were Exposed – Suspected Cases

If a student or employee is suspected of having COVID or displaying COVID symptoms and other students or employees were exposed, the College will send out notifications to those who were potentially exposed without identifying the individual by name.

The CDC defines exposure as being within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period, starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.

Those who were exposed will be encouraged to self-quarantine for 14 days, in accordance with [CDC guidance](#), and will not be allowed on campus for that period.

Notify Health Officials and Close Contacts – Confirmed Cases

In accordance with applicable federal, state, and local laws and regulations, HFC must notify the Wayne County Health Department immediately of any confirmed cases of COVID-19. The College will follow the health department recommendations in notifying faculty, staff, and students of any confirmed case of COVID-19, while maintaining confidentiality in accordance with the [Americans with Disabilities Act \(ADA\)](#), FERPA, or and other applicable laws and regulations.

Wayne County Health Department Communicable Disease line: 734-727-7078
After-hours (including weekends): 734-727-7285

HFC or the Wayne County Department of Public Health will inform any employees or students whom the College knows have had close contact with a person diagnosed with COVID-19 to stay home and self-monitor for symptoms, and follow CDC guidance if symptoms develop.

For COVID-19, a close contact is defined as any individual who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated.

Any students or employees who were in close contact with the individual should follow CDC guidelines for self-quarantine:

- Stay home until 14 days after last exposure and maintain social distance (at least 6 feet) from others at all times.
- Self-monitor for symptoms.
 - Check temperature twice a day
 - Watch for fever, cough, or shortness of breath, or other symptoms of COVID-19
- Avoid contact with people at higher risk for severe illness from COVID-19.

- Follow [CDC guidance](#) if symptoms develop.

<https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html>

Additionally, Human Resources is required to report COVID 19 cases as recordable injuries for the OSHA 300 logs reported to the State annually.

Contact Tracing

The Wayne County Health Department will work with HFC to conduct contact tracing for confirmed cases.

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If a student displays COVID symptoms during a class:

The instructor will immediately notify Campus Safety. The student will be dismissed from the classroom and informed that someone from the College will contact them with instructions and next steps. If the student is in distress, Campus Safety will follow proper emergency protocols.

The remaining students and instructor from the class may elect to gather their belongs and leave the classroom so that it can be closed for disinfecting, depending upon exposure. The instructor will make this determination.

The CDC defines exposure as being within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period, starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.

Campus Safety will determine if the ill student had been elsewhere on the campus and will consult with Munira Kassim, Tiffany Webster, and/or the Health and Safety Advisory Committee to determine the appropriate response.

Munira Kassim and Tiffany Webster will communicate with all students and faculty who were potentially exposed. Individuals will be advised to follow the CDC guidelines for care in the event that the illness may be COVID-19 and will be advised when they may return to campus.

If the student is in acute respiratory distress (shortness of breath, difficulty speaking, wheezing, gasping for air):

- Call Campus Safety and request local emergency medical services. Request that a Campus Safety official contact the student's preferred emergency contact as needed.

- If the student is able to move on their own, Campus Safety will escort them or request that they move to the designated isolation room/area.
- Determine if the remaining students were exposed (in accordance with the CDC definition of exposure) and dismiss the class as appropriate.
- Campus Safety will notify the COVID-19 case contact list (for information purposes only) using the COVID Case Office 365 Group. **Munira Kassim will take the lead on next steps.** Sending an email via the COVID Case Office 365 Group will allow the following individuals to be notified:
 - Cabinet
 - Tiffany Webster, HR Generalist
 - Reuben Brukley, Director of Facilities Services
 - Karen Schoen, Manager of Campus Safety
 - Munira Kassim, Student Conduct and Compliance
 - Dr. Susan Shunkwiler, Dean of the School of Health and Human Services

If the student is not in acute respiratory distress:

- Ask them to go home and contact their healthcare provider.
- Notify Campus Safety. Please have the student's name and contact information available, as well as their last known on-campus location.
- Campus Safety will notify the COVID-19 case contact list (for information purposes only) using the COVID Case Office 365 Group. **Munira Kassim will take the lead on next steps.** Sending an email via the COVID Case Office 365 Group will allow the following individuals to be notified:
 - Cabinet
 - Tiffany Webster, HR Generalist
 - Reuben Brukley, Director of Facilities Services
 - Karen Schoen, Manager of Campus Safety
 - Munira Kassim, Student Conduct and Compliance
 - Dr. Susan Shunkwiler, Dean of the School of Health and Human Services
- If the student took public transportation to campus, the student must provide the name and number of an individual who can transport them from the campus. The College cannot provide transportation, and the student should not use public transportation. Campus Safety will make the appropriate arrangements.

HFC's Health and Safety Advisory Team will consult with the Wayne County Public Health Department if it is determined that the individual tested positive for COVID-19 and will follow Public Health Department and public health care recommendations.

If a student reports they have signs or symptoms of the virus (and they are not on campus):

If a student notifies an instructor that they have signs or symptoms of the virus and they are not on campus, instruct the student to stay home and let them know that someone from the College will be in touch with them to discuss next steps. Forward the notification to Munira Kassim at mmkassim@hfcc.edu.

According to CDC guidance the student can return to campus after these three things have happened:

- Have had no fever for at least 24 hours (without the use of medicine that reduces fevers) **AND**
- At least 10 days* have passed since their symptoms first appeared or since they were swabbed for the test that yielded the positive result **AND**
- Other symptoms have improved** (for example, any cough or shortness of breath have improved)
 - *Up to 20 days for patients with severe to critical illness or who are severely immunocompromised
 - **Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation

Note: As of 7/17/20, the CDC no longer recommends a test-based strategy to determine when a student can return to campus.

If the student had been on campus/in class, Munira Kassim will have them complete a Potential Exposure Form to identify all individuals whom they had close contact with in the previous 14 days.

If a student tests positive for COVID-19 (confirmed case):

If a student tests positive for COVID-19 and notifies their instructor, the instructor should notify Munira Kassim at mmkassim@hfcc.edu.

According to CDC guidance the student can return to campus after these three things have happened:

- Have had no fever for at least 24 hours (without the use of medicine that reduces fevers) **AND**
- At least 10 days* have passed since they were swabbed for the test that yielded the positive result **AND**
- Other symptoms have improved** (for example, any cough or shortness of breath have improved)
 - *Up to 20 days for patients with severe to critical illness or who are severely immunocompromised
 - **Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation

Note: As of 7/17/20, the CDC no longer recommends a test-based strategy to determine when a student can return to campus.

The student should fill out the [Potential Exposure Form](#) to identify all individuals whom they had close contact with in the previous 14 days to ensure we have a full list of other students and staff who might have been exposed.

- Potentially exposed individuals will be notified that they should begin 14-day home isolation according to [MIOSHA Rules](#) to ensure the infection does not spread.
- All other employees and students will be notified of an exposure on campus and they will be asked to carefully self-monitor, report any signs and symptoms, and continue following CDC guidelines for personal hygiene procedures.

The exposed students and employees may return to campus after these things have happened:

- Completion of a 14-day quarantine **AND**
- Have not developed symptoms **OR, IF SYMPTOMS APPEAR**
- Have had no fever for at least 24 hours (without the use of medicine that reduces fevers) **AND**
- At least 10 days* have passed since their symptoms first appeared or since they were swabbed for the test that yielded the positive result **AND**
- Other symptoms have improved** (for example, any cough or shortness of breath have improved)
 - *Up to 20 days for patients with severe to critical illness or who are severely immunocompromised
 - **Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation

When communicating information about infected students or employees, *we will not identify the infected employee(s) by name* to protect confidentiality

The HFC Facilities Services team will clean the work area according to CDC guidelines.

If an employee displays COVID symptoms during the workday:

The employee must be immediately isolated and their symptoms reported to Tiffany Webster. The employee will be instructed to go home for the day and contact their healthcare provider.

The onsite supervisor will evaluate whether the symptomatic employee was within 6 feet of fellow coworkers, was following the requirement of wearing a face covering, and determine if there were any other risk factors present. Based upon these factors, the onsite supervisor will determine if coworkers should be sent home for the day.

If the decision is made to send coworkers home to work remotely, the College will inform the dismissed coworkers by email of return-to-campus plans as they become available. These coworkers should continue working remotely, should carefully self-monitor and report any signs and symptoms, and should not return to campus until instructed to do so by their supervisor.

If the employee is in acute respiratory distress (shortness of breath, difficulty speaking, wheezing, gasping for air):

- Call Campus Safety and request local emergency medical services. Request that a Campus Safety official contact the employee's preferred emergency contact as needed.
- If the employee is able to move on their own, escort them (keeping social distance) or request that they move to the designated isolation room/area.
- Campus Safety will notify Tiffany Webster, who will take the lead on next steps.

If the employee is not in acute respiratory distress:

- The supervisor should ask them to go home and contact their healthcare provider.
- The supervisor should notify Tiffany Webster, who will take the lead on next steps.

If the employee can safely drive themselves home, they should do so. Employees who took public transportation to work should contact their emergency contact to pick them up from work. The employee will remain in the isolation room until their ride is on campus. Campus Safety will assist with the immediate needs of the ill employee.

The Human Resources department will follow up with any employees showing COVID symptoms. The employee will be asked to complete a *Potential Exposure Form* (to assist with contact tracing) and will be informed of their emergency leave options, as needed.

HFC's Health and Safety Advisory Team will consult with the Wayne County Public Health Department if it is determined that the individual tested positive for COVID-19 and will follow Public Health Department and public health care recommendations.

When communicating information about suspected or confirmed COVID-19 cases to the campus community, *we will not identify the infected employee(s) or student(s) by name* to protect confidentiality.

The HFC Facilities Services team will clean the on-campus work area according to CDC guidelines.

If an employee reports they have signs or symptoms of illness (and they are not on campus/have not been on campus):

The employee should not report to campus and should contact their medical doctor. If the employee feels well enough to work from home and their work can be performed remotely, their supervisor may authorize remote work at the supervisor's discretion.

The employee should notify their immediate supervisor and Tiffany Webster at twebster1@hfcc.edu or 313-845-9692.

According to CDC guidance the employee can return to campus after these three things have happened:

- Have had no fever for at least 24 hours (without the use of medicine that reduces fevers) **AND**
- At least 10 days* have passed since their symptoms first appeared **AND**
- Other symptoms have improved** (for example, any cough or shortness of breath have improved)
 - *Up to 20 days for patients with severe to critical illness or who are severely immunocompromised
 - **Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation

Note: As of 7/17/20, the CDC no longer recommends a test-based strategy to determine when an employee can return to work.

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If an employee tests positive for COVID-19 (confirmed case):

If an HFC employee tests positive for COVID-19, the employee should notify their immediate supervisor and Tiffany Webster at tlwebster1@hfcc.edu or 313-845-9692.

If the employee feels well enough to work from home and their work can be performed remotely, their supervisor may authorize remote work at the supervisor's discretion.

According to CDC guidance the employee can return to campus after these three things have happened:

- Have had no fever for at least 24 hours (without the use of medicine that reduces fevers) **AND**
- At least 10 days* have passed since their symptoms first appeared or since they were swabbed for the test that yielded the positive result **AND**
- Other symptoms have improved** (for example, any cough or shortness of breath have improved)
 - *Up to 20 days for patients with severe to critical illness or who are severely immunocompromised
 - **Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation

Note: As of 7/17/20, the CDC no longer recommends a test-based strategy to determine when an employee can return to work.

The employee should fill out the [Potential Exposure Form](#) to identify all individuals whom they had close contact with in the previous 14 days to ensure we have a full list of employees who might have been exposed.

- Potentially exposed individuals will be notified that they should begin 14-day home isolation according to [MIOSHA Rules](#) to ensure the infection does not spread.
- All other employees will be notified of an exposure in the workplace and they will be asked to carefully self-monitor, report any signs and symptoms, and continue following CDC guidelines for personal hygiene procedures.
- If the employees feel well enough to work from home and their work can be performed remotely, their supervisor may authorize remote work at the supervisor's discretion.

The exposed employees may return to work after these things have happened:

- Completion of a 14-day quarantine **AND**
- Have not developed symptoms **OR, IF SYMPTOMS APPEAR**

- Have had no fever for at least 24 hours (without the use of medicine that reduces fevers) **AND**
- At least 10 days* have passed since their symptoms first appeared or since they were swabbed for the test that yielded the positive result **AND**
- Other symptoms have improved** (for example, any cough or shortness of breath have improved)
 - *Up to 20 days for patients with severe to critical illness or who are severely immunocompromised
 - **Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation

When communicating information about suspected or confirmed COVID-19 cases to the campus community, *we will not identify the infected employee(s) or student(s) by name* to protect confidentiality.

The HFC Facilities Services team will clean the work area according to CDC guidelines.

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If an employee is suspected of having COVID-19 (unconfirmed case/awaiting test results):

The employee will be asked to go home/remain home and contact their medical doctor or other medical telehealth resources. The employee should continue monitoring and reporting their symptoms. If the employee feels well enough to work from home and their work can be performed remotely, their supervisor may authorize remote work at the supervisor's discretion.

The employee should notify their immediate supervisor and Tiffany Webster at twebster1@hfcc.edu or 313-845-9692.

The employee can return to work after these things have happened:

- Have had no fever for at least 24 hours (without the use of medicine that reduces fevers) **AND**
- At least 10 days* have passed since their symptoms first appeared or since they were swabbed for the test that yielded the positive result **AND**
- Other symptoms have improved** (for example, any cough or shortness of breath have improved)
 - *Up to 20 days for patients with severe to critical illness or who are severely immunocompromised

- ****Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation**

Note: As of 7/17/20, the CDC no longer recommends a test-based strategy to determine when an employee can return to work.

The employee will need to fill out the [Potential Exposure Form](#) to identify all individuals whom they have had close contact with in the previous 14 days to ensure the College has a full list of employees who have been exposed.

- Potentially exposed individuals will be notified that they should begin 14-day home isolation according to [MIOSHA Rules](#) to ensure the infection does not spread.
- All other employees will be notified of an exposure in the workplace and they will be asked to carefully self-monitor, report any signs and symptoms, and continue following CDC guidelines for personal hygiene procedures.
- If the employees feel well enough to work from home and their work can be performed remotely, their supervisor may authorize remote work at the supervisor’s discretion.

The exposed employees may return to work after these things have happened:

- Completion of a 14-day quarantine **AND**
- Have not developed symptoms **OR, IF SYMPTOMS APPEAR**
- Have had no fever for at least 24 hours (without the use of medicine that reduces fevers) **AND**
- At least 10 days* have passed since their symptoms first appeared or since they were swabbed for the test that yielded the positive result **AND**
- Other symptoms have improved** (for example, any cough or shortness of breath have improved)
 - *Up to 20 days for patients with severe to critical illness or who are severely immunocompromised
 - ****Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation**

When communicating information about suspected or confirmed COVID-19 cases to the campus community, *we will not identify the infected employee(s) or student(s) by name* to protect confidentiality.

The HFC Facilities Services team will clean the work area according to [CDC guidelines](#).



If an employee reports a person in their household tested positive:

The employee will be asked to go home/remain home and contact their medical doctor or other telehealth resources. Employees sent home should continue monitoring and reporting their symptoms.

The employee should notify their immediate supervisor and Tiffany Webster at twebster1@hfcc.edu or 313-845-9692.

If the employee feels well enough to work from home and their work can be performed remotely, their supervisor may authorize remote work at the supervisor's discretion.

[According to CDC guidance](#), employees should consider the following scenarios if a person in their household tests positive and follow the appropriate quarantine timeline:

Scenario 1: The employee lives with the person but can avoid further close contact and has not had close contact with the person since they isolated.

I live with someone who has COVID-19 (e.g., roommate, partner, family member), and that person has isolated by staying in a separate bedroom. I have had no close contact with the person since they isolated.

The employee must quarantine for 14 days before returning to work. Their last day of quarantine is 14 days from when the person with COVID-19 began home isolation, providing they do not develop symptoms.

Scenario 2: The employee lives with someone diagnosed with COVID and had additional close contact with someone who has COVID-19.

I live with someone who has COVID-19 and started my 14-day quarantine period because we had close contact. What if I ended up having close contact with the person who is sick during my quarantine? What if another household member gets sick with COVID-19? Do I need to restart my quarantine?

The employee will need to restart their quarantine from the last day they had close contact with anyone in their household who has COVID-19. Any time a new household member gets sick with COVID-19 and the employee had close contact, they will need to restart their quarantine. They may return to work after this quarantine period has passed, providing they do not develop symptoms.

Scenario 3: The employee lives with someone who has COVID-19 and cannot avoid close contact.

I live in a household where I cannot avoid close contact with the person who has COVID-19. I am providing direct care to the person who is sick, don't have a separate bedroom to isolate the person who is sick, or live in close quarters where I am unable to keep a physical distance of 6 feet.

The employee must quarantine for 14 days after the person who has COVID-19 meets [the criteria to end home isolation](#). They may return to work after this quarantine period has passed, providing they do not develop symptoms.

When communicating information about suspected or confirmed COVID-19 cases to the campus community, *we will not identify the infected employee(s) or student(s) by name* to protect confidentiality.

The HFC Facilities Services team will clean the work area according to [CDC guidelines](#).

If an employee indicates they have come into contact with someone who tested positive (outside of their household) for a short period of time (less than 10 minutes):

The employee may continue to work if they are asymptomatic. They will be asked to carefully self-monitor, report any signs and symptoms, and continue following CDC guidelines for personal hygiene procedures.

If feasible and appropriate for the employee's position, the employee may work from home for a period of time while they self-monitor. This determination may be made by the supervisor.

If an employee is asking to self-quarantine:

If an employee is asking to self-quarantine, please contact the HR department. HR will engage in an interactive process with the employee, asking why they are requesting to self-quarantine.

- If due to COVID exposure, we will follow exposure guidelines above.
- If due to a reason that qualifies the employee for Emergency Paid Sick Leave (EPSL), HR will ask the employee to complete an Emergency Paid Sick Leave request form.
- Other circumstances will be addressed in accordance with applicable College policies. Example: FMLA.