

CCBC Health and Safety COVID-19 Exposure and Contact Response



1. If you are sick with symptoms that might be COVID-19:

Staff/Faculty	Students
REMAIN OFF-CAMPUS	REMAIN OFF-CAMPUS
Seek guidance from a medical provider. You may be advised to quarantine or get tested for COVID-19.	Seek guidance from a medical provider. You may be advised to quarantine or get tested for COVID-19.
Notify your supervisor(s) if you will be absent. Submit a report in the CCBC COVID-19 reporting portal . A CCBC COVID contact tracer will reach out to you to obtain additional information.	Notify your instructor(s) if you will be absent from class. Submit a report in the CCBC COVID-19 reporting portal . A CCBC COVID contact tracer will reach out to you to obtain additional information.

2. If you experience symptoms while on campus:

Staff/Faculty	Students
Go to the on-site testing location (see FAQs for locations and hours) and follow the instructions to get tested. Once you have completed the testing process, follow the instructions on the card provided.	Notify your instructor and leave your classroom. Go to the on-site testing location (see FAQs for locations and hours) and follow the instructions to get tested. Once you have completed the testing process, follow the instructions on the card provided.
LEAVE CAMPUS	LEAVE CAMPUS
Seek guidance from a medical provider. You may be advised to quarantine or get tested for COVID-19.	Seek guidance from a medical provider. You may be advised to quarantine or get tested for COVID-19.
Notify your supervisor(s) if you will be absent. Submit a report in the CCBC COVID-19 reporting portal . A CCBC COVID contact tracer will reach out to you to obtain additional information.	Notify your instructor(s) if you will be absent from class. Submit a report in the CCBC COVID-19 reporting portal . A CCBC COVID contact tracer will reach out to you to obtain additional information.

3. If you test positive for COVID-19:

Staff/Faculty	Students
LEAVE CAMPUS OR REMAIN OFF-CAMPUS	LEAVE CAMPUS OR REMAIN OFF-CAMPUS
Seek guidance from a medical provider. You may be advised to isolate.	Seek guidance from a medical provider. You may be advised to isolate.
Notify your supervisor(s) if you will be absent. Submit a report in the CCBC COVID-19	Notify your instructor(s) if you will be absent from class. Submit a report in the CCBC

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reporting portal . A CCBC COVID contact tracer will reach out to you to obtain additional information	COVID-19 reporting portal . A CCBC COVID contact tracer will reach out to you to obtain additional information
Work out a plan with your supervisors(s) to telework where eligible/applicable. You may use sick leave for absence due to a requirement to remain off campus, or mandated quarantine or isolation.	Work out a plan with your instructor(s) to continue course progress. Your instructor and/or the academic department will identify appropriate alternative learning options. You will not be penalized for absence due to a requirement to remain off campus, or mandated quarantine or isolation.
	If you are also a CCBC employee, you should contact your supervisor and follow the instructions for employees
You will get a call, text, or email from a member of the CCBC campus contact tracing team. Please reply as directed and answer the questions.	You will get a call, text, or email from a member of the CCBC campus contact tracing team. Please reply as directed and answer the questions.
Your responses to the CCBC campus contact tracing questions will help determine whether there are any close contacts on campus. You will be asked to submit a report for any identified close contacts.	Your responses to the CCBC campus contact tracing questions will help determine whether there are any close contacts on campus. You will be asked to submit a report for any identified close contacts.
The CCBC Contact Tracing Team will communicate with any close contacts and inform them that they may have been exposed to COVID-19. In compliance with CDC guidance, the CCBC contact tracers will not reveal, allude to, or confirm your identity as someone who tested positive for COVID-19, even if explicitly asked	The CCBC Contact Tracing Team will communicate with any close contacts and inform them that they may have been exposed to COVID-19. In compliance with CDC guidance, the CCBC contact tracers will not reveal, allude to, or confirm your identity as someone who tested positive for COVID-19, even if explicitly asked
You will <u>not</u> be asked to identify other people with whom you have interacted outside of CCBC such as relatives, friends, or co-workers.	You will <u>not</u> be asked to identify other people with whom you have interacted outside of CCBC such as relatives, friends, or co-workers.
You should ask the CCBC campus contact tracing team member any questions you have about resources and support services while you are required to isolate.	You should ask the CCBC campus contact tracing team member any questions you have about resources and support services while you are required to isolate.
You must remain off-campus for the length of time recommended by your contact tracer. The minimum length of time is 5 days from the day symptoms first appeared, or 5 days from your positive test if you do not have symptoms. You will need to wear a well-fitting, good-quality protective mask when you return to campus. KN95s are highly recommended at CCBC.	You must remain off-campus for the length of time recommended by your contact tracer. The minimum length of time is 5 days from the day symptoms first appeared, or 5 days from your positive test if you do not have symptoms. You will need to wear a well-fitting, good-quality protective mask when you return to campus. KN95s are highly recommended at CCBC.

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Your contact tracer will call you to clear you as your <i>estimated isolation end date</i> approaches.	Your contact tracer will call you to clear you as your <i>estimated isolation end date</i> approaches.
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4. If you are called by a contact tracer and identified as a close contact:

Staff/Faculty	Students
Answer the interview questions. You may be able to stay on or return to campus based on your responses.	Answer the interview questions. You may be able to stay on or return to campus based on your responses.
You will <u>not</u> be asked to identify other people with whom you have interacted outside of CCBC such as relatives, friends, or co-workers from other jobs.	You will <u>not</u> be asked to identify other people with whom you have interacted outside of CCBC such as relatives, friends, or co-workers from other jobs.
Notify your supervisor(s) if you will be absent. Submit a report in the CCBC COVID-19 reporting portal indicating you are a "Contact".	Notify your instructor(s) if you will be absent from class. Submit a report in the CCBC COVID-19 reporting portal indicating you are a "Contact".
You are allowed to get a PCR test on campus if you are asymptomatic . Locations and hours are available in the FAQ section.	You are allowed to get a PCR test on campus if you are asymptomatic . Locations and hours are available in the FAQ section.
If your COVID-19 vaccines are up-to-date (i.e., you are vaccinated and have gotten a booster shot when eligible), and you do not have COVID-like symptoms, you may be able to remain on or return to campus immediately.	If your COVID-19 vaccines are up-to-date (i.e., you are vaccinated and have gotten a booster shot when eligible), and you do not have COVID-like symptoms, you may be able to remain on or return to campus immediately.
	If you are also a CCBC employee, you should contact your supervisor as well.
If you have recently recovered from COVID-19, and you are not experiencing any COVID-like symptoms, you may not need to leave or stay away from campus. Ask the CCBC campus contact tracer during the interview	If you have recently recovered from COVID-19, and you are not experiencing any COVID-like symptoms, you may not need to leave or stay away from campus. Ask the CCBC campus contact tracer during the interview
Monitor yourself for COVID-like symptoms each day. If you have a thermometer, take your temperature. Seek advice from a medical provider if you develop symptoms.	Monitor yourself for COVID-like symptoms each day. If you have a thermometer, take your temperature. Seek advice from a medical provider if you develop symptoms.

FAQs

Q1. How does CCBC determine who should remain off-campus and for how long?

- Any student or employee who has tested positive for COVID-19 must notify CCBC via the [CCBC COVID-19 reporting portal](#) and stay off-campus. If you are a student, you should notify your instructor(s).
- A student or employee who has been identified as a close contact due to interaction within or outside of the CCBC community, may be required to remain away from campus depending on their vaccination and symptomatic statuses.

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- A student or employee who has been directed by a medical provider to get tested for COVID-19 due to symptoms or other indicators should stay away from campus while awaiting the results.

Q2. How does CCBC determine whether an on-campus class should meet online?

- In some circumstances, after notification that a student or employee has tested positive for COVID-19, the instructor and the academic department may make the decision to meet online for a short period of time until relevant questions can be answered.

Q3. How does CCBC determine when a student or faculty member can return to campus, or a class can resume on-campus sessions?

- The timeframes are determined by the CCBC COVID Contact Tracing Team following a brief interview.

Q4. What resources are available if I have more questions about the COVID-19 Response?

- If you have been receiving accommodations, communicate with DSS to determine how to adapt your accommodations.
- If you are sick with probable COVID-19 symptoms, are awaiting test results, have tested positive for COVID-19, or been identified as a close contact, the CCBC contact tracer assigned to you will inform you about resources and support.
- CCBC support may include assistance with food insecurity, time scarcity, or financial insecurity.

Q5. What should I do to protect myself and help stop the spread of COVID-19 at CCBC?

- If you experience symptoms on campus or were notified that you were exposed, you may be able to get tested on-site.

Drive-Up/Walk-Up Testing for students experiencing COVID symptoms (effective January 30, 2022)

Symptomatic students, staff, and faculty should not come inside campus testing sites before calling Public Safety at 443-840-1111.

1. Hours for drive-up/walk-up testing are 7:30 am – 11:30 am Monday through Friday at the main campuses **ONLY**.
 1. **Catonsville** – College Services Center (CSRV): green parking area – 1 marked space / Walk up: follow directions on sign outside of double door
 2. **Dundalk** –College Community Center (COMM): loading zone- across from the Facilities Building - 1 space / Walk up: go to rear of College Community Center’s loading dock and enter the double doors to the right
 3. **Essex** – Student Services Center (SSRV): 1-hour parking area - 1 space / Walk-up: go to side loading entrance (double doors)
2. Hours for PCR testing *for asymptomatic persons* are 7:30 am – 11:30 am Monday through Friday and 1:00 pm – 6:30 pm Monday through Thursday at the following campuses:

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1. **Catonsville** – College Services Center (CSRV)
 2. **Dundalk** –College Community Center (COMM)
 3. **Essex** – Student Services Center (SSRV)
 4. **Owings Mills** – Room 622 (1:00 pm – 6:30 pm on Tuesdays & 7:30 am – 3:00 pm on Wednesdays ONLY)
 5. **Hunt Valley** – HVC 119 (11:00 am – 1:00 pm Wednesdays ONLY); Rapid tests distributed in main hallway on Tuesdays & Wednesdays
 6. **Randallstown** - Room 150 (10:00 am – 2:00 pm Tuesdays ONLY)
- Review information about the benefits of vaccination against the SARS-COV2 virus. Go to [covidLINK | Maryland Department of Health](#) for resources.
 - If you are not vaccinated, consider getting vaccinated. Find information on where to get the vaccine at [covidLINK | Maryland Department of Health](#). If you are not “up-to-date” on your vaccinations (i.e., you are eligible to get a booster shot but have not yet done so), consider getting a booster shot.
 - Update your information in SIMON to make sure the phone number and email address are correct so that CCBC contact tracers can reach you.
 - Monitor yourself for possible COVID symptoms every day before you leave for campus.
 - Stay away from campus if you are sick.
 - Bring a well-fitting, good-quality mask with you to campus and follow CCBC mask requirements. KN95 masks are highly recommended at CCBC.
 - Keep track of the days that you are on a CCBC campus, CCBC center location, or a CCBC shuttle, to attend class or lab, use a computer, meet with a faculty/staff member, etc.
 - If you have been directed by a medical provider to get tested for COVID-19 due to symptoms or other indicators, stay away from campus while awaiting the results.
 - If you are a student, notify your instructors if you have tested positive for COVID-19.
 - If you get a call, text, or email from a CCBC contact tracer, reply as directed and answer the questions about your interactions at CCBC.

Definitions of General COVID-19 Related Terms

Asymptomatic

Person does not show any signs or symptoms of COVID-19. People with asymptomatic infection feel well.

Case

A person who has COVID-19.

Case Investigation and Contact Tracing

Fundamental activities that involve working with a **case** (a person positive for COVID-19) to identify and support people who may have been infected by exposure to the **case**.

Prevents further transmission by separating people who have COVID-19 or may have COVID-19 from people who do not.

Close Contact

Someone who was within six feet of an infected person for at least 15 minutes starting from two days before illness onset (or, for asymptomatic patients, two days prior to testing) until the time the infected person is isolated. Also, someone who had direct contact with the infected person, such as hugging or kissing; or, was directly exposed to infectious particles from coughing, sneezing, shouting, singing, heavy exercising.

Incubation Period

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Interval between the time of infection and the appearance of the first sign or symptom. For COVID-19, the incubation period is *on average 2-5 days but may be two days or as long as 14 days.*

Infectious Period

Period during which an infected person is able to transmit the disease to others. The infectious period starts two days before the infected person develops symptoms.

Isolation

Condition in which a person positive for COVID-19 (a **case**) is separated from others, to prevent or limit the transmission of COVID-19. **Cases** should be isolated for the entirety of their **infectious** period.

Quarantine or Self-Isolation

Condition in which a **close contact's** activities are restricted, and the **close contact** is separated from others to prevent transmission of COVID-19, per advice of a medical professional. **Contacts** should be quarantined for the duration of their **incubation** period. Contacts who are required to stay away from campus should stay away **for 10 days from their last exposure**

Symptoms

A health effect that is experienced or felt by a person and is not easily observable by others. Symptoms may appear **2-14 days after exposure to the virus.** People with these symptoms *may* have COVID-19:

Congestion or runny nose	New loss of taste or smell	Shortness of breath or difficulty breathing
Headache	Muscle or body aches	Cough
Sore throat	Fever or chills	Nausea or vomiting
Diarrhea	Fatigue	

Up-to-Date

A person is up-to-date on their vaccinations against the SARS-CoV2 virus two weeks after receiving a second dose of the Moderna or Pfizer vaccine, or a single dose of the Johnson & Johnson vaccine, and a booster shot, when eligible.

Definitions of CCBC COVID-19 Related Terms

CCBC Campus Contact Tracing

Contact tracing is conducted by trained College Life staff members. If you have been reported, a CCBC contact tracer will communicate with you about interactions you have had at CCBC. Faculty members will be asked about attendance, seating locations, activities, and student interactions in on-campus classes.

CCBC COVID-19 Classroom and Laboratory Protocol

Masks are always required in classrooms and laboratories. KN95 masks are highly recommended at CCBC. Face shields are required, in addition to masks, if students need to be physically close to the instructor or each other. Gloves may be required based on classroom or laboratory activities.

CCBC Physical Distancing Requirements

There are no physical distancing requirements at CCBC. Students, employees, visitors, and contractors should keep at least 3 to 6 feet between people whenever possible.