**How to Report COVID Symptoms or Exposure to Campus Officials**
COVID-19 Resources

We recognize that the situation regarding coronavirus is causing worry and anxiety for all of us in the University community, especially related to:

- If you are concerned you have been exposed to the disease
- You have symptoms of COVID-19
- A colleague or classmate has been tested
- You have tested positive for COVID-19

Individual circumstances will vary, but the guidelines below outline what steps you should take going forward, according the University and the CDC.

***STUDENT HEALTH SERVICES will be handling COVID surveillance for all members of the campus community (faculty, staff, students).*** They will ensure appropriate support is provided and distribute valuable resources. They will collaborate with the Oklahoma State Department of Health to assist with campus exposure based on evolving public health guidance.

**DAILY HEALTH SCREENING**

***All students, staff and faculty are required to complete a daily health screening.*** This screening should be conducted daily before reporting to class or to work. Ask yourself the following questions.

1) Do I have?

- Headache?
- New loss of taste or smell?
- Fever at or above 100F?
- Chills?
- Cough?
- Shortness of breath?
- Difficulty breathing?*
- Muscle pain?
- Sore throat?
- Nausea?
- Vomiting?
- Diarrhea?
- Persistent chest pain or pressure?*

- Sudden confusion or inability to arouse?*
- Bluish lips or face?*

2)  Have you tested positive to COVID-19 and been told to isolate?

3)  Have you had exposure to someone with COVID-19 and been advised to quarantine?

> **If you answer yes** to any of these questions, you should isolate or quarantine at home, removed from others, **per CDC guidelines**.
>> - Complete the SE report form at: Complete the SE report form at: https://form.jotform.com/201426138264046
>> - Someone from SE will be contacting you before the end of the business day to discuss your health status. They will confirm their identity using established Southeastern communication methods such as University email, etc. Contact your primary care provider for guidance as needed and contact 911 if you have any of the * symptoms above. Please beware of scams/fraud from external actors who have been soliciting personal information.
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>> - **If you answer no** to all of the above questions, you may proceed to work. Please bring a clean cloth facial covering with you when reporting, as you will need it throughout the day.

**FOR SUPERVISORS, INSTRUCTORS, DEPARTMENT CHAIRS**

If an employee, colleague, or student reports that they have tested positive for COVID-19, been exposed to COVID-19, or have symptoms of COVID-19:

1)  Have that person complete the SE report form at: https://form.jotform.com/201426138264046 or complete the form on their behalf.

2)  Your department head or supervisor should contact Campus Police at (580) 745-2727 to arrange for proper cleaning and sanitization of the office or living

spaces. The Physical Plant is prepared for these requests and is equipped to perform these types of cleaning.

4) Student Health Services will work with the Bryan County Health Department in their efforts to track the individual's recent interactions with others in our community. In accordance with procedures, all those impacted will be notified and provided guidance for next steps and, if necessary self-quarantine.

5) Human Resources will notify employee supervisors so all benefits services can be extended. Supervisors will be notified when the employee is officially cleared to return.

6) Student Affairs will notify instructors of a student's absence due to illness. They will also share the earliest possible return to class date for planning purposes, and provide official clearance notification when all pertinent information is received by Student Health Services.

7) Student Health services will notify advisor/coaches of the return to activity date for student participants and provide clearance documentation.

*These policies and procedures were updated on November 11, 2020 and are subject to change.*