

## **Student Protocol**

### *IF COVID POSITIVE*

1. Student notifies faculty ► faculty notifies Department Chair (DC) ► DC notifies the Dean and GCC's Public Health COVID-19 point of contacts (POC). Dean needs to be notified in case there is a need for adjustments in the schedule or changes necessary for classroom and course scheduling.
2. GCC's Public Health POCs will investigate:
  - a. Determine when the student was last on campus prior to being confirmed positive.
  - b. Determine location/s where the student was prior to being confirmed positive.
  - c. Determine who they were in contact with.
  - d. This includes family members or roommates who reside with the positive case, who also go to GCC.
  - e. Names & locations will be collected.
  - f. GCC's Public Health POCs will contact DHPSS regarding the case.
  - g. The locations will need to be cleaned & sanitized.
  - h. GCC will follow any further guidance from DPHSS regarding the situation.
3. Student must contact his/her instructor for any updates regarding course assignments or alternative meetings.

### *IF SYMPTOMATIC BUT NOT TESTED*

Student must stay home if feeling sick. It is highly encouraged to get tested if symptoms get worse.

*Please remember to wear a face mask at all times, wash hands frequently, clean/disinfect any utilized areas or equipment, and maintain responsible social distance.*

# Faculty Protocol

## *IF COVID POSITIVE*

1. Faculty notifies DC ► DC notifies the GCC's Public Health POCs and their Dean. Dean needs to be notified in case there is a need for adjustments in the schedule or changes necessary for classroom and course scheduling.
2. GCC's Public Health POCs will investigate:
  - a. Determine when the faculty was on campus five days prior to being confirmed positive.
  - b. Determine location/s where the faculty was prior to being confirmed positive.
  - c. Names & locations will be collected by GCC's Public Health POCs.
  - d. GCC's Public Health POCs will contact DHPSS regarding the case.
  - e. The locations will need to be cleaned and sanitized.
  - f. GCC will follow any further guidance from DPHSS regarding the situation.
3. Faculty should keep his/her DC and Dean updated on his/her status.

## *IF SYMPTOMATIC BUT NOT TESTED*

Faculty must stay home if feeling sick. It is highly encouraged to get tested if symptoms get worse.

*Please remember to wear a face mask at all times, wash hands frequently, clean/disinfect any utilized areas or equipment, and maintain responsible social distance.*

## Employee Protocol

### *IF COVID POSITIVE*

1. Employee notifies immediate supervisor ► Supervisor notifies GCC's Public Health POCs.
2. GCC's Public Health POCs will investigate:
  - a. Determine when the employee was on campus five days prior to being confirmed positive.
  - b. Determine location/s where the employee was prior to being confirmed positivity.
  - c. Determine who they were in contact which includes family members or roommates who reside with the positive case, who also go to GCC.
  - d. Names & locations will be collected by GCC's Public Health POCs
  - e. GCC's Public Health POCs will contact DHPSS regarding the case.
  - f. The locations will need to be cleaned and sanitized.
  - g. GCC will follow any further guidance from DPHSS regarding the situation.
3. Employee keep his/her supervisor updated on his/her status.

### *IF SYMPTOMATIC BUT NOT TESTED*

Employee must stay home if feeling sick. It is highly encouraged to get tested if symptoms get worse.

*Please remember to wear a face mask at all times, wash hands frequently, clean/disinfect any utilized areas or equipment, and maintain responsible social distance.*

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