

## Joliet Junior College COVID-19 Reporting Matrix

COVID-19 Status	A.) COVID-19 diagnostic test Positive (Confirmed Case) OR COVID-19 diagnosis without diagnostic testing (probable case)	B.) An asymptomatic individual who is a close contact* to a confirmed OR probable COVID-19 case
Notify JJC	Yes	Yes
Faculty/Staff Notification Process	Should an employee fall into any of the above categories, they should <b>immediately</b> inform their direct supervisor and complete the <a href="#">COVID-19 Confirmed or Suspected Case</a> report located on the website under COVID Information. A representative from the COVID Support Team will perform contact tracing and notify all affected staff and faculty.	Should an employee fall into any of the above categories, they should <b>immediately</b> inform their direct supervisor and complete the <a href="#">COVID-19 Confirmed or Suspected Case</a> report located on the website under COVID Information. A representative from the COVID Support Team will perform contact tracing and notify all affected staff and faculty.
Student Notification Process	Should a student fall into any of the above categories, they should <b>immediately</b> complete the <a href="#">COVID-19 Confirmed or Suspected Case</a> report located on the website under COVID Information. The case will then be assigned to a member of the COVID Support Team. Should a student case involve and employee, the COVID Support Team will reach out.	Should a student fall into any of the above categories, they should <b>immediately</b> complete the <a href="#">COVID-19 Confirmed or Suspected Case</a> report located on the website under COVID Information. The case will then be assigned to a member of the COVID Support Team. Should a student case involve and employee, the COVID Support Team will reach out.
Return to School Guidance	Stay home at least 5-calendar days from onset of symptoms and for 24 hours with no fever (without fever-reducing medication) AND symptoms have improved/resolved	<b>Wear a KN95 or N95 mask for 10 days and take a PCR or Rapid Point of Care test on day 5</b>
Quarantine for Close Contacts?	No: Wear a KN95 or N95 mask for 10days and take a PCR or Rapid Point of Care test on day 5.	N/A
Notification	Close Contacts	None

^Up-to-date on vaccines: CDC recommends that people remain up to date with their vaccines, which includes [additional doses](#) for individuals who are immunocompromised or [booster doses](#) at regular time points. For additional information on “up-to-date” with vaccines please click here: [Stay Up to Date with Your Vaccines | CDC](#).

### Reporting Process

Once staff, faculty or student report falling into one of the COVID-19 categories and was **On-Campus** in the previous 48-Hours from the time symptoms started (or an asymptomatic individual received a positive test result) the following will take place as part of the contact tracing process:

1. Determine, by interview (contact tracing), the close contacts\*.
2. Determine where the individual was on campus.
3. Immediately, or as soon as possible, notify Facility Services of the areas on campus where the individual was in order to disinfect these areas. If 24-hours has not passed, where feasible, the affected areas should be secured and access limited for 24-hours prior to disinfecting. If not feasible (common areas, hallways, restrooms, etc.) the area should be sanitized as soon as possible. Please remember, as part of our routine process, labs are disinfected between each session.
4. Direct notification should be made to all close contacts in order to provide them with quarantine instructions.

A member of the COVID Support Team will be responsible for notifying affected employees and students. Students and Employees are asked to complete the [COVID-19 Confirmed or Suspected Case](#) form located on our website under COVID Information.

\* **Close Contact through [proximity and duration of exposure](#)**: Someone who was less than 6 feet away from an infected person (laboratory-confirmed or a [clinical diagnosis](#)) for a total of 15 minutes or more over a 24-hour period (for example, *three separate 5-minute exposures for a total of 15 minutes*). An infected person can spread the virus that causes COVID-19 starting 2 days before they have any symptoms (or, for people without symptoms, 2 days before the positive specimen collection date).