**Form C-40-COVID-19 DATA COLLECTION WORKSHEET INSTRUCTIONS**

***If you are unable to view all contents of this form, please open it in Microsoft Word.***

**Form Completion:** Check each block as completed

Data collection worksheet completed by first line supervisor or instructor

Name

**Date/Time COVID-19 Exposure Reported to You:**

Routed to applicable dean, director, or vice president:

Name

If COVID-19 positive or exposed individual is a student, attach a copy of

student’s schedule to the data collection worksheet.

If exposed individual is an athlete, attach a team roster.

**Responsibilities of Dean, Director, or Vice President:**

Dean, director, or vice-president reviews and forwards completed form to Damita Reed, COVID-19 Coordinator, with cc to Carl Mitchell, VP of Human Resources, within 4 hours of reported COVID-19 exposure.

**Date/Time You Submitted C40 to COVID-19 Coordinator and Copied VP for Human Resources**:

If the individual has been on any FTCC campuses in the past 24 hours, immediately notify Richard Lee, Director of Facilities, regarding areas to be cleaned.

Coordinate with Mark Sorrells, Senior VP for Academic and Student Services, or designee, to determine if any classes should transition online.

(Designees: Tiffany Watts, AVP for Curriculum or Jolee Marsh, AVP for Corporate and Continuing Education)

**Contacts:**

Damita Reed, COVID-19 Coordinator- [reedd@faytechcc.edu](mailto:reedd@faytechcc.edu): extension 63905

Carl Mitchell, VP for Human Resources- [mitchelc@faytechcc.edu](mailto:mitchelc@faytechcc.edu): extension 88373

Richard Lee, AVP for Facilities and Support Services- [leeri@faytechcc.edu](mailto:leeri@faytechcc.edu): extension 88287

**Form C-40-COVID-19 DATA COLLECTION WORKSHEET**

**Information Relative to Positive or Exposed COVID-19 Individual**

**Name**:

**Role(s):** Student  Athlete  Employee  Visitor

**Athletic Team(s), if applicable**:

**Cell or Home Phone #**:

**Email Address**:

**Mailing Address**:

**County of Residence**:

**Complete this section if the individual had a COVID-19 test**.

**Date of COVID-19 Test:**

**Test Results**: Positive  Negative

**Type of Test:** Rapid  PCR

**If Rapid: Is PCR test result pending?** Yes  No 

**Complete this section if the individual had a potential exposure.**

Date of exposure:



Has the Individual Experienced Symptoms? Yes  No

|  |  |  |
| --- | --- | --- |
| **Symptom** | **Date of Onset** | **Currently Experiencing This Symptom?** |
|  |  | Yes  No |
|  |  | Yes  No |
|  |  | Yes  No |
|  |  | Yes  No |
|  |  | Yes  No |
|  |  | Yes  No |

**If yes, please describe all current and prior symptoms and when those symptoms first occurred.**

**DATA COLLECTION WORKSHEET (Continued)**

**List FTCC campus locations visited within 48 hours of symptom onset or positive COVID-19 test, including room numbers and common areas (breakrooms, restrooms, etc.). Include last dates visited.**

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| **Location/Bldg** | **Room # (or describe location)** | **Last date visited** |
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**Has the person been consistently practicing social distancing while attending an event on behalf of FTCC?**

Yes  No

**If faculty or student, have students in their classes followed the College’s stated CDC practices on maintaining 6-feet of social distancing?**

Yes  No  N/A

*If the answer to either of the two prior questions is No* ***and*** *the person has confirmed positive COVID-19 test, complete Form C-40A and submit with the C-40 form.*



**Enter Other Pertinent Information or Remarks not already provided:**

**Form, C40-A CONTACT TRACING FOR COVID-19 EXPOSURE OCCURRING ON FTCC CAMPUSES**

**Instructions:** This form should be completed in instances when an employee, student, athlete, or visitor of FTCC tests positive for COVID-19 and that individual has not followed required FTCC protocols for social distancing while on FTCC campuses and attending an event on behalf of FTCC. If a COVID-19 positive individual was within 6 feet of someone more than 15 minutes within a 24-hour period while on FTCC campuses or attending an event on behalf of FTCC, provide the following information for any FTCC person who had a close exposure to the COVID-19 positive individual.

Contact Name:

Age/DOB:

Parent or Guardian Contact Name (if minor):

Preferred Language Spanish  English  Other:

Cell or Home Phone #:

Notes:

Contact Name:

Age/DOB:

Parent or Guardian Contact Name (if minor):

Preferred Language Spanish  English  Other:

Cell or Home Phone #:

Notes:

Contact Name:

Age/DOB:

Parent or Guardian Contact Name (if minor):

Preferred Language Spanish  English  Other:

Cell or Home Phone #:

Notes:

Contact Name:

Age/DOB:

Parent or Guardian Contact Name (if minor):

Preferred Language Spanish  English  Other:

Cell or Home Phone #:

Notes:

Contact Name:

Age/DOB:

Parent or Guardian Contact Name (if minor):

Preferred Language Spanish  English  Other:

Cell or Home Phone #:

Notes:

**Form, C40-A CONTACT TRACING** (Continued)

Contact Name:

Age/DOB:

Parent or Guardian Contact Name (if minor):

Preferred Language Spanish  English  Other:

Cell or Home Phone #:

Notes:

Contact Name:

Age/DOB:

Parent or Guardian Contact Name (if minor):

Preferred Language Spanish  English  Other:

Cell or Home Phone #:

Notes:

Contact Name:

Age/DOB:

Parent or Guardian Contact Name (if minor):

Preferred Language Spanish  English  Other:

Cell or Home Phone #:

Notes:

Contact Name:

Age/DOB:

Parent or Guardian Contact Name (if minor):

Preferred Language Spanish  English  Other:

Cell or Home Phone #:

Notes:

Contact Name:

Age/DOB:

Parent or Guardian Contact Name (if minor):

Preferred Language Spanish  English  Other:

Cell or Home Phone #:

Notes:

Contact Name:

Age/DOB:

Parent or Guardian Contact Name (if minor):

Preferred Language Spanish  English  Other:

Cell or Home Phone #:

Notes:

**Form, C40-A CONTACT TRACING** (Continued)

Contact Name:

Age/DOB:

Parent or Guardian Contact Name (if minor):

Preferred Language Spanish  English  Other:

Cell or Home Phone #:

Notes:

Contact Name:

Age/DOB:

Parent or Guardian Contact Name (if minor):

Preferred Language Spanish  English  Other:

Cell or Home Phone #:

Notes:

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| **Situation/FAQ** | **What is your Vaccine status?** | **What should I do to meet campus policies/CDC guidelines?** | **Can I come to campus/participate in college activities?** |
| **Close Contact Exposure:**  You had close contact with someone diagnosed with COVID-19.  **Close contact means:**   * You were within 6 feet of the person for a cumulative total of 15 minutes or more over a 24-hour period, regardless of whether a face mask was worn by either party and/**or** * You had direct physical contact with the person and/**or** * You shared eating or drinking utensils with the person and/**or** * They sneezed, coughed or somehow got respiratory droplets on you | Vaccinated  Have been boosted  **OR**  Completed the primary series of Pfizer or Moderna vaccine within the last 6 months  **OR**  Completed the primary series of J&J vaccine within the last 2 months  **OR**  Diagnosed COVID-19 within the past 90 days and not experiencing any new COVID symptoms  ***NOTE: If a student is directed to remain off campus due to a direct exposure or positive test for COVID, please notify the student to immediately get in contact with their instructors to arrange for online participation in all classes.*** | * Report the exposure immediately to your instructor (if you are a student) or to your supervisor (if you are an employee). * Within 4 hours, instructor or supervisor should complete and submit a [C-40 form](https://www2.faytechcc.edu/IEAForms/COVID19PotentialExposureDataCollectionWorksheet.docx) to individuals designated on form. * Wear a mask around others for 14 days. * Get tested 5-7 days after the last exposure, if possible\*. If symptoms develop, test immediately.   \* “If possible” means testing supplies and appointments are available in the community, and/or on campus. | **No Symptoms:**  You may continue to come to campus as long as you:   * Wear a mask around others for 14 days after exposure **and** * Have no symptoms **and** * You should get tested 5-7 days after the last exposure, if possible\* **and** * Continue to monitor yourself for 14 days after the potential exposure.   **Symptoms:**  No, stay away from campus. You should **isolate** at home and get tested immediately, if possible\*.  If your test is negative, you may return to campus when:   * You have isolated for at least 5 full days since your symptoms developed (Day 0 is the first day of symptoms) **and** * At least 24 hours have passed with no fever (100.4º F) and no use of fever-reducing medication **and** * You have felt well for at least 24 hours **and** * You should get tested 5-7 days after the last exposure, if possible\* **and** * Wear a mask around others for 14 days after exposure.   \*\*\*If you have a Positive test, you should **isolate** at home and follow the “Positive COVID-19” procedure. |

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| **Situation/FAQ** | **What is your Vaccine status?** | **What should I do to meet campus policies/CDC guidelines?** | **Can I come to campus/participate in college activities?** |
| **Close Contact Exposure:**  You had close contact with someone diagnosed with COVID-19.  **Close contact means:**   * You were within 6 feet of the person for a cumulative total of 15 minutes or more over a 24-hour period, regardless of whether a face mask was worn by either party and/**or** * You had direct physical contact with the person and/**or** * You shared eating or drinking utensils with the person and/**or** * They sneezed, coughed or somehow got respiratory droplets on you | Unvaccinated  **OR**  Have not completed a primary vaccine series  **OR**  Completed the primary series of Pfizer or Moderna vaccine over 6 months ago and are not boosted  **OR**  Completed the primary series of J&J over 2 months ago and are not boosted  ***NOTE: If a student is directed to remain off campus due to a direct exposure or positive test for COVID, please notify the student to immediately get in contact with their instructors to arrange for online participation in all classes.*** | * Leave campus immediately and stay home for 5 days * Report the exposure immediately to your instructor (if you are a student) or to your supervisor (if you are an employee). * Within 4 hours, complete and submit a [C-40 form](https://www2.faytechcc.edu/IEAForms/COVID19PotentialExposureDataCollectionWorksheet.docx) to individuals designated on form. * Get tested immediately. If negative, test again 5-7 days after last exposure.   \* “If possible” means testing supplies and appointments are available in the community, and/or on campus. | **No Symptoms:**  No, stay at home for at least 5 days (Day 0 through Day 5. (The date of your last exposure is considered Day 0).   * Get tested immediately.   + If negative, you should test again between Day 5-7 after your last close contact exposure, if possible\*.   \*\*\*\*if you develop symptoms at any time, follow the procedure below  **Symptoms:**  No, stay away from campus. You should **isolate** at home and get tested immediately, if possible\*.  If you have a Negative Test – you may return to campus when:   * You have isolated for at least 5 full days since your symptoms developed (Day 0 is your first day of symptoms) **and** * At least 24 hours have passed with no fever (100.4º F) and no use of fever-reducing medication **and** * You have felt well for at least 24 hours **and** * You have a negative test collected 5-7 days since your last close contact exposure, if possible\* **and** * Wear a mask around others for 14 days after exposure.   \*\*\*If you have a Positive test, you should **isolate** at home for 5 days and follow the “Positive COVID-19” procedure. |

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| --- | --- | --- | --- |
| **Situation/FAQ** | **What is your Vaccine status?** | **What should I do to meet campus policies/CDC guidelines?** | **Can I come to campus/participate in college activities?** |
| **Positive**  **COVID-19 Test** | Fully Vaccinated or Not Fully Vaccinated  ***NOTE: If a student is directed to remain off campus due to a direct exposure or positive test for COVID, please notify the student to immediately get in contact with their instructors to arrange for online participation in all classes.*** | * Leave campus immediately and **isolate** at home * Report diagnosis immediately to your instructor (if you are a student) or to your supervisor (if you are an employee). * Within 4 hours, complete and submit [a C-40 form](https://www2.faytechcc.edu/IEAForms/COVID19PotentialExposureDataCollectionWorksheet.docx) to individuals designated on form.   The CDC advises you to **Isolate** yourself from others   * Separate yourself from others. * Monitor your symptoms. * Wear a mask over your nose and mouth when around others. * Cover your coughs and sneezes. * Wash your hands often. * Clean high-touch surfaces every day. * Avoid sharing personal household items. | No, stay away from campus.  **No Symptoms:**  You may return to campus when:   * You have isolated for at least 5 full days after your positive test (Day 0 is the date of your positive test) **and** * Continue to wear a mask around others for 14 days.   \*\*\*\*If you develop symptoms at any time, follow the procedure below.  **Symptoms:**  You may return to campus when:   * You have isolated for at least 5 full days since your positive test or since your first day of symptoms, whichever is later (Day 0 is the date of your positive test or start of symptoms) **and** * At least 24 hours have passed with no fever (100.4º F) and no use of fever-reducing medication **and** * Other Covid-19 symptoms are resolving **and** * Continue to wear a mask around others for days 6-14.   ***Note:****Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation* |

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| **Situation/FAQ** | **What is your Vaccine status?** | **What should I do to meet campus policies/CDC guidelines?** | **Can I come to campus/participate in college activities?** |
| Experiencing COVID-19 Symptoms, **no known exposure** | Fully Vaccinated or Not Fully Vaccinated  ***NOTE: If a student is directed to remain off campus due to a direct exposure or positive test for COVID, please notify the student to immediately get in contact with their instructors to arrange for online participation in all classes.*** | * If you are sick, stay home. | No, stay away from campus.  Get tested immediately and isolate at home.  **Symptoms:**  You may return to campus when:   * You have a negative test **and/or y**ou have isolated for at least 5 full days since your symptoms developed (Day 0 is your first day of symptoms) **and** * At least 24 hours have passed with no fever (100.4º F) and no use of fever-reducing medication **and** * Other Covid-19 symptoms are resolving**.** |