

Faculty and Staff Guidelines for Directing People with Possible COVID Exposure

These guidelines are intended to help faculty and staff respond appropriately when they learn that someone near them may have COVID-19 or may have been exposed to COVID-19.

Our ability to remain on campus and teaching in person depends upon our ability to respond quickly and accurately to possible COVID-19 exposure. You are an essential part of our ability to be successful.

If a faculty or staff member tells you that they have been exposed or are sick:

- Remind the person to stay home or if already on campus, to leave and go home.
- Remind the person to complete the [Illness Registry](#). They can find the Illness Registry by searching for “Illness Registry” on the Pacific website.
- Send an email to your School Director or Dean telling them what you have heard so that they can follow up as appropriate.
- Do not share the information you have been given beyond your School Director or the Dean. You do not need to try to determine who else might have been exposed. We have a team of people trained to do that work.

If a student tells you that they have been exposed or are sick:

- Reassure the student as much as possible.
- Remind the student to stay home or if already on campus, to leave and go home.
- You do not need to figure out if the student’s exposure puts them at risk or not. We have a team of people trained to do that work.
- If the student is not feeling sick, please have the student contact the Monitoring and Support Team: 458.207.6333 or e-mail covidmst@groups.pacificu.edu
- If the student is feeling sick, please have the student contact the Student Health Center: 503-352-2269
 - The SHC will triage the student’s symptoms
 - If the symptoms relate to COVID-19 and there is no underlying explanation then the SHC will send an e-mail to covidmst@groups.pacificu.edu and tell the student to isolate in their current university or off-campus residence. The SHC will remind the person to complete the [Illness Registry](#) and may suggest the student seek testing.
 - If the symptoms do not relate to COVID-19 or there is an underlying explanation for the symptoms then the SHC will inform the student and monitor as normal.

- Any notification to the SHC of a positive COVID-19 test or a determination of a presumptive case of COVID-19 will be reported by e-mail to covidmst@groups.pacificu.edu
- Whether the student is feeling sick or not, please send an email to your School Director and or the Dean and tell them what you have heard so that we can make sure that the student is being checked on.