

What to do: Infection/Exposure

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Always stay home if you're feeling sick!

Always stay home if you live with someone feeling sick!

If you are in any of the situations below, it is imperative that you notify Student Affairs at **425-895-4411** as soon as possible. This phone number is **the Student Emergency Line and is answered 24/7 all year long**. This ensures that you are able to receive appropriate support and promotes a campus response to support the rest of the DigiPen community.

After you reach out to Student Affairs, a staff member will contact you to guide you through your academic concerns, give you directions and expectations on accessing campus, and ask you some questions to determine who you may have come in contact with on campus. Rest assured that your information will be kept confidential.

Similarly, **employees** in any of the situations below must contact hr.us@digipen.edu.

	I am in this situation	I live with someone in this situation
Positive for COVID-19 and have Symptoms¹	<p>Contact Student Affairs at 425-895-4411 as soon as possible.</p> <p>Employees: Notify Human Resources (HR) as soon as possible by completing the information in this form: https://forms.digipen.edu/view.php?id=571945. This information and timely notification allows them to respond appropriately and swiftly.</p> <p>If you test positive for COVID-19, you should stay home, except to get medical care. Do not go to work, school, or public areas. Isolate yourself from people in your home. As much as possible, stay in a specific room away from other people and use a separate bathroom if available. You can stop your home isolation when:</p> <ol style="list-style-type: none"> 1. You've been symptom- and fever-free for at least 48 hours without the use of fever-reducing medication AND 2. At least 10 days have gone by since your Symptoms first appeared AND 3. You have tested negative for COVID-19 	<p>Contact Student Affairs at 425-895-4411 as soon as possible.</p> <p>Employees: Notify Human Resources (HR) as soon as possible by completing the information in this form: https://forms.digipen.edu/view.php?id=571463. This information and timely notification allows them to respond appropriately and swiftly.</p> <p>If your family member/housemate has tested positive, you should stay home, except to get medical care. Do not go to work, school, or public areas. Isolate yourself from people in your home. As much as possible, stay in a specific room away from other people and use a separate bathroom if available.</p> <ol style="list-style-type: none"> 1. Self-monitor for symptoms 2. Check your temperature twice a day 3. Watch for fever³, cough, shortness of breath, or other symptoms of COVID-19 4. Avoid contact with people at higher risk for severe illness from COVID-19 5. Follow guidance noted in this chart if Symptoms develop <p>If you are able to end contact with your family member/housemate, you can stop your home isolation when:</p> <ol style="list-style-type: none"> 1. You have stayed symptom-free AND 2. You have self-quarantined for 14 days since the last Close Contact² <p>If you cannot end contact with your family member/housemate, you can stop your home isolation when:</p> <ol style="list-style-type: none"> 1. You have stayed symptom-free AND 2. You have self-quarantined for 14 days after the person in your home has tested negative or been medically cleared in another way

<p>Positive for COVID-19 but don't have Symptoms¹</p>	<p>Contact Student Affairs at 425-895-4411 as soon as possible.</p> <p>Employees: Notify Human Resources (HR) as soon as possible by completing the information in this form: https://forms.digipen.edu/view.php?id=571945. This information and timely notification allows them to respond appropriately and swiftly.</p> <p>If you test positive for COVID-19, you should stay home, except to get medical care. Do not go to work, school, or public areas. Isolate yourself from people in your home. As much as possible, stay in a specific room away from other people and use a separate bathroom if available.</p> <ol style="list-style-type: none"> 1. Self-monitor for Symptoms 2. Check your temperature twice a day 3. Watch for fever³, cough, shortness of breath, or other symptoms of COVID-19 4. Avoid contact with people at higher risk for severe illness from COVID-19 5. Follow guidance noted in this chart if symptoms develop <p>You can stop your home isolation when:</p> <ol style="list-style-type: none"> 1. At least 10 days have gone by since the date of your first positive COVID-19 test, AND 2. You continue to not show symptoms in that time AND 3. You have tested negative for COVID-19 	<p>Contact Student Affairs at 425-895-4411 as soon as possible.</p> <p>Employees: Notify Human Resources (HR) as soon as possible by completing the information in this form: https://forms.digipen.edu/view.php?id=571463. This information and timely notification allows them to respond appropriately and swiftly.</p> <p>If your family member/housemate has tested positive, you should stay home, except to get medical care. Do not go to work, school, or public areas. Isolate yourself from people in your home. As much as possible, stay in a specific room away from other people and use a separate bathroom if available.</p> <ol style="list-style-type: none"> 1. Self-monitor for Symptoms 2. Check your temperature twice a day 3. Watch for fever³, cough, shortness of breath, or other symptoms of COVID-19 4. Avoid contact with people at higher risk for severe illness from COVID-19 5. Follow guidance noted in this chart if symptoms develop <p>If you are able to end contact with your family member/housemate, you can stop your home isolation when:</p> <ol style="list-style-type: none"> 1. You have stayed symptom-free AND 2. You have self-quarantined for 14 days since the last Close Contact² <p>If you cannot end contact with your family member/housemate, you can stop your home isolation when:</p> <ol style="list-style-type: none"> 1. You have stayed symptom-free AND 2. You have self-quarantined for 14 days after the person in your home has tested negative or been medically cleared in another way
<p>Close Contact and have Symptoms¹ of COVID-19</p>	<p>Contact Student Affairs at 425-895-4411 as soon as possible.</p> <p>Employees: Notify Human Resources (HR) as soon as possible by completing the information in this form: https://forms.digipen.edu/view.php?id=571463. This information and timely notification allows them to respond appropriately and swiftly.</p> <p>If you have had Close Contact² with an individual who has tested positive and you have Symptoms, you should stay home, except to get medical care. Do not go to work, school, or public areas. Isolate yourself from people in your home. As much as possible, stay in a specific room away from other people and use a separate bathroom if available. You can stop your home isolation when:</p> <ol style="list-style-type: none"> 1. You have self-quarantined for 14 days since the first Close Contact AND 2. You've been symptom- and fever-free for at least 48 hours without the use of fever-reducing medication AND 3. At least 10 days have gone by since your symptoms first appeared AND 4. You have tested negative for COVID-19 	<p>Contact Student Affairs at 425-895-4411 as soon as possible.</p> <p>Employees: Notify Human Resources (HR) as soon as possible by completing the information in this form: https://forms.digipen.edu/view.php?id=571463. This information and timely notification allows them to respond appropriately and swiftly.</p> <p>If your family member/housemate had a Close Contact² with an individual who has tested positive, you should stay home, except to get medical care. Do not go to work, school, or public areas. Isolate yourself from people in your home. As much as possible, stay in a specific room away from other people and use a separate bathroom if available.</p> <ol style="list-style-type: none"> 1. Self-monitor for Symptoms 2. Check your temperature twice a day 3. Watch for fever³, cough, shortness of breath, or other symptoms of COVID-19 4. Avoid contact with people at higher risk for severe illness from COVID-19 5. Follow guidance noted in this chart if Symptoms develop <p>If you are able to end contact with your family member/housemate, you can stop your home isolation when:</p> <ol style="list-style-type: none"> 1. You have stayed symptom-free AND 2. You have self-quarantined for 14 days since the last Close Contact <p>If you cannot end contact with your family member/housemate, you can stop your home isolation when:</p> <ol style="list-style-type: none"> 1. You have stayed symptom-free AND 2. You have self-quarantined for 14 days after your family member/housemate has tested negative or been medically cleared in another way

<p>Close Contact but don't have Symptoms¹ of COVID-19</p>	<p>Contact Student Affairs at 425-895-4411 as soon as possible. Employees: Notify Human Resources (HR) as soon as possible by completing the information in this form: https://forms.digipen.edu/view.php?id=571463. This information and timely notification allows them to respond appropriately and swiftly.</p> <p>If you have had Close Contact² with an individual who has tested positive but you don't have Symptoms, you should stay home, except to get medical care. Do not go to work, school, or public areas. Isolate yourself from people in your home. As much as possible, stay in a specific room away from other people and use a separate bathroom if available.</p> <ol style="list-style-type: none"> 1. Self-monitor for Symptoms 2. Check your temperature twice a day 3. Watch for fever³, cough, shortness of breath, or other symptoms of COVID-19 4. Avoid contact with people at higher risk for severe illness from COVID-19 5. Follow guidance noted in this chart if Symptoms develop <p>You can stop your home isolation when:</p> <ol style="list-style-type: none"> 1. You have stayed symptom-free AND 2. You have self-quarantined for 14 days since the last Close Contact 	<p>Contact Student Affairs at 425-895-4411 as soon as possible. Employees: Notify Human Resources (HR) as soon as possible by completing the information in this form: https://forms.digipen.edu/view.php?id=571463. This information and timely notification allows them to respond appropriately and swiftly.</p> <p>If your family member/housemate had a Close Contact² with an individual who has tested positive, you should stay home, except to get medical care. Do not go to work, school, or public areas. Isolate yourself from people in your home. As much as possible, stay in a specific room away from other people and use a separate bathroom if available.</p> <ol style="list-style-type: none"> 1. Self-monitor for Symptoms 2. Check your temperature twice a day 3. Watch for fever³, cough, shortness of breath, or other symptoms of COVID-19 4. Avoid contact with people at higher risk for severe illness from COVID-19 5. Follow guidance noted in this chart if Symptoms develop <p>If you are able to end contact with your family member/housemate, you can stop your home isolation when:</p> <ol style="list-style-type: none"> 1. You have stayed symptom-free AND 2. You have self-quarantined for 14 days since the last Close Contact <p>If you cannot end contact with your family member/housemate, you can stop your home isolation when:</p> <ol style="list-style-type: none"> 1. You have stayed symptom-free AND 2. You have self-quarantined for 14 days after your family member/housemate has tested negative or been medically cleared in another way
<p>Have Symptoms¹ of COVID-19 but have not been tested</p>	<p>Contact Student Affairs at 425-895-4411 as soon as possible. Employees: Notify Human Resources (HR) as soon as possible by completing the information in this form: https://forms.digipen.edu/view.php?id=571463. This information and timely notification allows them to respond appropriately and swiftly.</p> <p>If you have not been tested for COVID-19, but are experiencing Symptoms, you should stay home, except to get medical care. Do not go to work, school, or public areas. Isolate yourself from people in your home. As much as possible, stay in a specific room away from other people and use a separate bathroom if available. You can stop your home isolation when:</p> <ol style="list-style-type: none"> 1. You've been symptom- and fever-free for at least 48 hours without the use of fever-reducing medication AND 2. At least 10 days have gone by since your Symptoms first appeared AND 3. You have tested negative for COVID-19 	<p>Contact Student Affairs at 425-895-4411 as soon as possible. Employees: Notify Human Resources (HR) as soon as possible by completing the information in this form: https://forms.digipen.edu/view.php?id=571463. This information and timely notification allows them to respond appropriately and swiftly.</p> <p>If your family member/housemate has Symptoms but has not been tested, you should stay home, except to get medical care. Do not go to work, school, or public areas. Isolate yourself from people in your home. As much as possible, stay in a specific room away from other people and use a separate bathroom if available.</p> <ol style="list-style-type: none"> 1. Self-monitor for Symptoms 2. Check your temperature twice a day 3. Watch for fever³, cough, shortness of breath, or other symptoms of COVID-19 4. Avoid contact with people at higher risk for severe illness from COVID-19 5. Follow guidance noted in this chart if Symptoms develop <p>If you are able to end contact with your family member/housemate, you can stop your home isolation when:</p> <ol style="list-style-type: none"> 1. You have stayed symptom-free AND 2. You have self-quarantined for 14 days since the last Close Contact <p>If you cannot end contact with your family member/housemate, you can stop your home isolation when:</p> <ol style="list-style-type: none"> 1. You have stayed symptom-free AND 2. You have self-quarantined for 14 days after your family member/housemate has tested negative or been medically cleared in another way

<p>Tested Negative for COVID-19 and have Symptoms¹</p>	<p>Contact Student Affairs at 425-895-4411 as soon as possible. Employees: Notify Human Resources (HR) as soon as possible by completing the information in this form: https://forms.digipen.edu/view.php?id=571463. This information and timely notification allows them to respond appropriately and swiftly.</p> <p>If you have tested negative for COVID-19 while experiencing Symptoms, you should stay home, except to get medical care. Do not go to work, school, or public areas. Isolate yourself from people in your home. As much as possible, stay in a specific room away from other people and use a separate bathroom if available. You can stop your home isolation when:</p> <ol style="list-style-type: none"> 1. You've been symptom- and fever-free for at least 48 hours without the use of fever-reducing medication AND 2. At least 10 days have gone by since your Symptoms first appeared 	<p>Contact Student Affairs at 425-895-4411 as soon as possible. Employees: Notify Human Resources (HR) as soon as possible by completing the information in this form: https://forms.digipen.edu/view.php?id=571463. This information and timely notification allows them to respond appropriately and swiftly.</p> <p>If your family member/housemate has tested negative but has Symptoms, you should stay home except to get medical care. Do not go to work, school, or public areas. Isolate yourself from people in your home. As much as possible, stay in a specific room away from other people and use a separate bathroom if available.</p> <ol style="list-style-type: none"> 1. Self-monitor for Symptoms 2. Check your temperature twice a day 3. Watch for fever³, cough, shortness of breath, or other symptoms of COVID-19 4. Avoid contact with people at higher risk for severe illness from COVID-19 5. Follow guidance noted in this chart if Symptoms develop <p>If you are able to end contact with your family member/housemate, you can stop your home isolation when:</p> <ol style="list-style-type: none"> 1. You have stayed symptom-free AND 2. You have self-quarantined for 14 days since the last Close Contact <p>If you cannot end contact with your family member/housemate, you can stop your home isolation when:</p> <ol style="list-style-type: none"> 1. You have stayed symptom-free AND 2. You have self-quarantined for 14 days after your family member/housemate has been medically cleared
<p>Feeling sick but not with COVID-19 symptoms</p>	<p>If you are feeling sick, but not with COVID-19 Symptoms, you should not come to campus until you receive medical clearance from a healthcare provider.</p> <p>Keep in mind:</p> <ol style="list-style-type: none"> 1. COVID-19 symptoms vary significantly and not all symptoms may be known 2. Staying home even if sick with something other than COVID-19 is important. We should try to reduce the spread of all disease on campus and our community. 	<p>If your family member/housemate are feeling sick, but not with COVID-19 symptoms, you should not come to campus until your family member/housemate has received medical clearance from a healthcare provider.</p> <p>Keep in mind:</p> <ol style="list-style-type: none"> 1. COVID-19 symptoms vary significantly and not all symptoms may be known. 2. Being cautious around those who are sick with something other than COVID-19 is important. We should try to reduce the spread of all disease on campus and our community.
<p>Please note: This information is subject to change as guidance from local and federal institutions make updates. DigiPen currently requires testing for COVID-19 in various situations. We will enforce quarantine and testing as recommended by the CDC, WA Department of Health, and King County Public Health and reserve the right to exercise more caution than is required. We may change our testing requirements if health authorities instruct accordingly in order to reduce the burden on healthcare facilities.</p>		
<p>1) Symptoms: Symptoms may appear 2-14 days after exposure to the virus. People with these Symptoms may have COVID-19: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea. Visit the CDC's website to read more about symptoms.</p>		
<p>2) Close Contact: The following qualifies as Close Contact: You were within less than six feet of distance for 15+ minutes within a 24-hour period with someone who has COVID-19. You provided care at home to someone who is sick with COVID-19. You had direct physical contact with the person (touched, hugged, or kissed them). You shared eating or drinking utensils. They sneezed, coughed, or somehow got respiratory droplets on you.</p>		
<p>3) Fever: For the purposes of this guidance, fever is defined as subjective fever (feeling feverish) or a measured temperature of 100.4°F (38°C) or higher.</p>		

Case Protocol and Contact Tracing

Case Protocol

Students who are experiencing COVID-19 symptoms or have had close contact (i.e., within six feet for over 15 minutes) with a person with a confirmed case of COVID-19 should immediately self-quarantine, contact Student Affairs at **425-895-4411** as soon as possible, seek medical advice, and seek COVID-19 testing. Employees should contact hr.us@digipen.edu. Individuals with either suspected or confirmed cases will need to follow a medical clearance protocol before returning to campus.

Contact Tracing

Students experiencing COVID-19 symptoms, have had close contact (i.e., within six feet for over 15 minutes) with a person with a confirmed case of COVID-19, or have tested positive for COVID-19 should notify Student Affairs at **425-895-4411** as soon as possible. Faculty and staff in the same situation should notify Human Resources (HR) by completing the appropriate form:

Faculty/Staff Positive COVID Test Result: <https://forms.digipen.edu/view.php?id=571945>

Faculty/Staff COVID Exposure: <https://forms.digipen.edu/view.php?id=571463>

Trained staff will perform contact tracing following CDC and local health department guidelines to mitigate exposure in our community. In addition, King County Public Health may also perform contact tracing of COVID-19 cases.