Community document overview: The purpose of this document is to provide the general reporting protocol in light of the college’s efforts to ensure the safety of students, staff, and faculty in response to the COVID-19 pandemic. This protocol should be adhered to until further notice.

| PRINCE GEORGE’S COMMUNITY COLLEGE |
|------------------------------|------------------|
| COVID-19 Response Protocol Sequence (Community Overview) | |

*While there will be no general announcement to the college community. At all times, reporting details will be upheld with the utmost privacy, confidentiality, and HIPAA compliance.*

*The normal requirement to report through your chain-of-command is suspended for this process. The Wellness Center or HROD designee will be responsible for making the appropriate internal contacts.*

When reporting, employees are to contact HROD directly. If faculty or staff receives a student report, they are still to contact HROD.

When reporting, students are to contact the Wellness Center directly.

<table>
<thead>
<tr>
<th>Employee Report</th>
<th>Student Report</th>
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| **HROD** - 301-546-1861  
hrod@pgcc.edu | **Wellness Center** - 301-546-0845  
WellnessCenter@pgcc.edu |

The appropriate PGCC Administrators, Emergency Management Director, and Wellness Center Director will be informed of the report.

*The information will be reported to the Prince George’s County Health Department’s Communicable and Vector Disease Control Program*

Facility Remediation: If a positive case is identified within a college office, instruction space, locker room, etc., the HROD/Wellness Center designee will contact PGCC Environmental Services (EVS). EVS will seal the location(s) for 24-hours and schedule the location(s) to be professionally cleaned and disinfected per CDC recommendations.

Follow-up and check-in: HROD designated team member will follow-up with the employee until they are cleared to report back to work.

Follow-up and check-in: Wellness Center designated team member will follow-up with the student until recovery is confirmed.

*While there will be no general announcement to the college community. At all times reporting details will be upheld with the utmost privacy, confidentiality, and HIPAA compliance.*