



Mark T. Brainard, President

MEMORANDUM

TO: All Delaware Tech Employees and Students

FROM:  Mark T. Brainard, President

DATE: April 8, 2020

RE: COVID-19 Notification Guidelines

This guidance supersedes previous communication and is subject to change.

Students, employees, and contractors who have tested positive for COVID-19 are encouraged to notify their dean of student affairs or director of human resources if they have entered a College building within seven days from the date symptoms first appeared.

If you are notified that a student, employee, or contractor has tested positive for COVID-19, please obtain the following information:

1. The person's name and contact information
2. The name of the healthcare provider/facility who ordered the test
3. The date symptoms first appeared
4. The last date the person was on campus
5. The areas of the campus that were visited
6. The names of the people with whom the person came in contact while on campus (if known)

If the report involves a student, please report the student's name and the information above to the dean of student affairs for the campus where the student attends. If the student attends classes on more than one campus, then only one report is required.

If the report involves an employee or contractor, please report the employee's name and the information above to the director of human resources for the campus where the employee works.

OFFICE OF THE PRESIDENT

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Once a report has been made, the dean of student affairs/director of human resources shall obtain any information requested above that was not provided as part of the initial report and shall communicate the same to the president. The president or his designee will seek to confirm the positive test result with the Division of Public Health. If a positive test result is confirmed, the president or his designee will seek the Division's guidance on remedial measures and will cause all recommendations to be implemented.

At a minimum, upon confirmation of a positive test result, the College will notify all persons with whom the student or employee is known to have been in close contact (defined as six feet or less) within three days prior to the onset of symptoms that they may have been exposed to COVID-19, and in accordance with CDC guidelines will clean all areas where the student or employee is known to have entered. The name of the employee or student will not be disclosed to persons who may have been in contact with them.