



QUICK REFERENCE GUIDE

Illness Reporting and Contact Tracing

Valencia College is here to support you if you feel ill, test positive for COVID-19 or come in contact with someone who has tested positive. Following the illness reporting protocols in this quick reference guide is essential to keeping our community safe and limiting the potential spread of the coronavirus.

All individuals who are experiencing [COVID-19-like symptoms](#) are advised to isolate themselves and contact a medical professional for evaluation.

When Should I Report My Illness?

If you are working or learning on campus and:

- You are exhibiting symptoms; or
- You test positive for COVID-19; or
- You come into contact with someone who has tested positive for the virus and you are not fully vaccinated; or
- You need to provide care for someone with COVID-19.



In any of the situations above, please notify your supervisor and email Valencia College's COVID-19 Case Management Team at COVIDillness@valenciacollege.edu.

What Happens Next?

Shortly after speaking with Valencia College's COVID-19 Case Management Team, the person who reported an illness will be contacted by an Organizational Development and Human Resources (ODHR) representative, who will discuss



leave options and work-from-home needs, as well as answer questions about employee benefits, including health and mental health care.

Once a confirmed or suspected case of COVID-19 is identified, the case manager will initiate the College's contact-tracing protocols based on when the person was on campus, what activities the person participated in, who was in close contact with the individual and what rooms or spaces the person visited.

When Can I Return to Work?

The COVID-19 case manager will provide authorization for any person testing

positive for COVID-19 or exhibiting symptoms and provide clearance for returning to campus.

Where Can I Find Out More?

To keep you informed, we have developed a webpage with illness reporting protocols and reports on any and all positive tests affecting Valencia College locations so you can be aware and prepared.

Visit the [Illness Reporting and Contact Tracing webpage](#).

www.valenciacollege.edu/about/coronavirus/illness-reporting-and-contact-tracing.php

For illness reporting and contact tracing, contact Valencia College's COVID-19 Case Management Team, at COVIDillness@valenciacollege.edu.

For questions or additional information, contact Organizational Development and Human Resources at HR4U@valenciacollege.edu, or call the HR4U helpline at 407-299-5000, extension HR4U (4748).