



## AAC COVID-19 PROTOCOL

Updated 9.17.2020

### STUDENTS:

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All AAC Students and Continuing Education students who are experiencing [symptoms](#) associated with COVID-19 and/or have been in close proximity and unmasked, for a period of 15 minutes or more, with someone who has tested positive for COVID 19 must:

1. Contact Mary Cadek, [mary.cadek@artacademy.edu](mailto:mary.cadek@artacademy.edu) (AAC Community Wellness Coordinator) as soon as possible to arrange a testing plan of action, either with your personal physician or with Crossroad Health Center.
2. Isolate until a test is conducted and results are received. As soon as results are received they should be sent to [mary.cadek@artacademy.edu](mailto:mary.cadek@artacademy.edu). If you are in need of Isolation Housing, please contact Lacey Haslam at [lacey.haslam@artacademy.edu](mailto:lacey.haslam@artacademy.edu) as soon as possible to prevent potential community spread of the virus.
3. Contact each of your professors to arrange for remote learning modules during isolation, awaiting test results, and potential quarantine.

**You must provide a negative COVID-19 test or clearance from a medical professional in order to return to campus.**

For counseling services please contact Mental Health Counselor Casey Riordan at [counselor@artacademy.edu](mailto:counselor@artacademy.edu)

### FACULTY AND STAFF:

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Faculty and Staff who are experiencing symptoms associated with COVID-19 and/or have been in close proximity and unmasked, for a period of 15 minutes or more, with someone who has tested positive for COVID 19 must:

1. Contact Mary Cadek, [mary.cadek@artacademy.edu](mailto:mary.cadek@artacademy.edu) (AAC Community Wellness Coordinator) and inform Linda Kollmann in Human Resources at [linda.kollmann@artacademy.edu](mailto:linda.kollmann@artacademy.edu) as soon as possible. Faculty and Staff should contact their primary care provider and their supervisor, as well as get tested at a site closest to them.
2. If you do not have health insurance or a primary care physician, contact Mary Cadek, [mary.cadek@artacademy.edu](mailto:mary.cadek@artacademy.edu) (AAC Community Wellness Coordinator) as soon as possible to connect for an appointment at Crossroad Health Center.
3. Isolate until a test is conducted and results are received.
4. Disclose test results to AAC Human Resources.
5. Implement remote working plan to continue employment remotely until you are released by your physician to return to work.