

Quinsigamond Community College

Off-Campus Practicums/Rotations Management of COVID-19 Exposures and Positive COVID-19 Tests for Instructors and Student Department Specific

The following template is a guide for developing a protocol that is specific for your department. When completed, this protocol will guide your department’s designated staff, i.e. coordinator, manager/supervisor or Dean, when/if notification is received about instructor or student related Covid-19 exposure or positive COVID-19 test event while at off-campus practicum location. Sources of this type of communication may come forth from a facility representative of the off-campus site or directly from the instructor or student.

Department: _____
Designated Staff: _____
Off Campus Location _____
(Name and Address) _____

**PROTOCOL:  
RESPONSE TO INCOMING COMMUNICATION(S) FROM A REPRESENTATIVE FROM AN OFF-CAMPUS PRACTICUM FACILITY ABOUT AN INSTRUCTOR OR STUDENT OR EMPLOYEE RELATED COVID-19 EXPOSURE.**

**1. FOR WHEN NOTIFICATION IS RECEIVED FROM A PRACTICUM’S FACILITY REPRESENTATIVE IDENTIFYING AN INSTRUCTOR OR STUDENT AS EXPOSED TO COVID-19 AT THEIR FACILITY (OFF-CAMPUS SITE.)**

- 1.1 Upon receipt of a telephone call or email, the department’s coordinator or designated person will obtain information that includes the caller’s name, their title/role, phone number and verify the name of the facility and the address. Ask the name and title of the person who will be the point of contact for any future questions that may arise.
- 1.2 Ask for any known date(s)and time(s) of exposure. Document the cumulative time estimated by the facility as having had close contact with the instructor or student.
- 1.3 Determine who in the department will be responsible for contacting the instructor or student of exposure.
- 1.4 To maintain confidentiality, any individual will not be identified and no any names will be disclosed.

- a. Use suggested or similar scripting such as:  
*" We received notification from \_\_\_\_\_(name of facility) that you have been identified as a possible close contact of a confirmed COVID-19 case while recently on-site at this facility on \_\_\_\_\_(date). As a contact/exposure to a confirmed COVID-19 case, you must refrain from any on-campus or practicum activities off-campus for 14 days from the last exposure and self-quarantine. You are advised to follow-up with your healthcare provider as soon as possible.*

- 1.5 Document any communication and actions taken in accordance with this protocol and retain the document in secure, department designated electronic file.

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**2. WHEN NOTIFICATION IS RECEIVED FROM THE INSTRUCTOR OR STUDENT REPORTING A CONFIRMED POSITIVE COVID-19 TEST RESULT THAT HAS BEEN TO AN OFF-CAMPUS LOCATION.**

- 2.1 In the event that an instructor or student in the department reports a confirmed **positive Covid-19 test result AND has been at an off-campus site for a rotation or practicum**, it is important to speak directly to the instructor or student by phone. If the instructor or student reaches out by email, respond with an email confirming their telephone number and advise that you will be calling them.
- 2.2 To maintain confidentiality and privacy regarding this matter, it is advised to avoid continued communication about this matter via email.
- 2.3 The department coordinator or designee will reach out to the instructor or student by phone and after verifying identity, proceed with documenting all information obtained, i.e. date of confirmed COVID-19 test and any actions taken.
- 2.4 Confirm the date(s) and time for each day that the instructor or student was physically present at the off-campus facility.
- 2.5 The department coordinator or designee will ask the instructor/student whether they followed the safety practices at all times such as wearing face covering and maintaining social distancing, while at the practicum off-campus facility.
- 2.6 Ask the instructor or student to complete the QCC COVID-19 Health and Safety Intake Form ASAP only if they have been on-campus in the past 14 days.

- 2.7 Remind instructor or student to NOT go to Campus or to any off-site location for practicum until medically cleared from their healthcare provider and the local board of health.
- 2.8 Remind the instructor or student to self-isolate while awaiting further guidance from their healthcare provider and/or local board of health.
- 2.9 The department coordinator/designee will then follow their department-specific workflow for contacting and informing all those that have been identified as a close contact within their practicum group, i.e. other instructors or student.
- 2.10 The department coordinator/designee shall notify the off-campus facility representative such as the Facility Administrator, Supervisor or Director of Nursing as soon as possible.
- a. Use suggested or similar scripting after introducing yourself with name/QCC title/department such as:  
*“It has come to our attention that an individual that was on-site at your facility for a rotation or practicum (include dates on-site) has tested positive for Covid-19 on date\_\_\_\_\_”.*
  - b. **Key points for emphasis include:** The QCC instructor or student **is not identified by name**. This information is confidential.
- 2.11 Document information obtained and actions taken in accordance with this protocol and retain the document in secure, department designation.