

# COVID-19 Procedures

December 2020

**Dr. Jermaine Whirl, President**  
AUGUSTA TECHNICAL COLLEGE 3200 AUGUSTA

Augusta Technical College is moving forward to provide workforce education for students through online, hybrid, face-to-face classroom, lab, and clinical environments during the COVID pandemic.

The health, safety, and well-being of students, faculty, staff, and communities will continue to be a priority.

The college is following guidelines suggested by the Centers for Disease Control (CDC), the Georgia

For the most up-to-date information and resources regarding COVID-19 at Augusta Technical College, please go to <https://www.augustatech.edu/covid19info2020>. Stay connected with Augusta Tech on social media via [Facebook](#), [Instagram](#), [Twitter](#), [LinkedIn](#), and [YouTube](#)

## What to Do: Employees

If a student notifies you that he/she are ill. Notify your supervisor. Contact Executive Vice President of Academic Affairs/Institutional Effectiveness & Research Dr. Melissa Frank Alston at 706.771.4171 or [mfalston@augustatech.edu](mailto:mfalston@augustatech.edu) or Vice President of Student Affairs Nichole Spencer at 706.771.4035 or [nichole.spencer@augustatech.edu](mailto:nichole.spencer@augustatech.edu) or Vice President of Economic Development Dr. Lisa Palmer at 706.771.4089 or [lpalmer@augustatech.edu](mailto:lpalmer@augustatech.edu) or for Campus Police at 706.771.4028. You will be asked to provide information including the name of the student, the student's symptoms related to COVID-19, or if they have tested positive. Get contact information if possible. See [COVID-19 Case Reporting Form](#).

If you are ill. Employees who are experiencing symptoms of COVID-19, have tested positive, or have been directly exposed:

Do not go to work, if symptoms begin while at work, leave work immediately. See [COVID-19 Case Reporting Form](#).

Notify your supervisor and/or Augusta Technical College Human Resources Director Shannon Bentley Patterson at 706.771.4013 or [sbentley@augustatech.edu](mailto:sbentley@augustatech.edu). Provide information about who you have been in contact with on campus and what areas or buildings you have visited. Do not return to work until you have followed the protocol below. (The Georgia Department of Public Health's *Return to Work and Return to School* guidance recommends a time-based return strategy that is determined based on a person's health status.)

Mrs. Sheila Hill, Vice President of Administrative Services, logs student and employee information in the Technical College System of Georgia (TCSG) portal. Mrs. Shannon Bentley Patterson sends the employee and potentially infected employees a COVID notification by email. This includes custodians and security who may have come in contact with the infected person.

Symptomatic persons with confirmed COVID-19 or suspected COVID-19 can return to work or school after:

At least 3 days (72 hours) have passed since recovery, which is defined as resolution of fever without the use of fever-reducing medications AND improvement in respiratory symptoms (e.g., cough, shortness of breath); AND,

At least 10 days have passed since symptoms first appeared

Asymptomatic persons with confirmed COVID-19 can return to work or school after:

At least 10 days have passed since the positive laboratory test and the person is asymptomatic

Note: Asymptomatic persons who test positive and later develop symptoms should follow the guidance for symptomatic persons above.

Asymptomatic persons who have a known exposure to a person with COVID-19 without appropriate PPE can return to work or school after:

They have completed all requirements in the Department of Public Health guidance for persons exposed to COVID-19.

Note: If this person is tested for COVID-19 during the 14-day quarantine period, a negative test result would not change or decrease the time a person is monitored, but a positive test would move the person into one of the above categories.

When to start and end quarantine

Stay home for 14 days after last contact with a person who has COVID-19. Even if you test negative for COVID-19 or feel healthy, you should stay home (quarantine) since symptoms may appear 2 to 14 days after exposure to the virus. For additional guidance, please refer to the [Centers for Disease Control and Prevention](#) website.

## What to Do: Students

If you are sick. If you are experiencing symptoms of COVID-19, have tested positive, or have been directly exposed to someone who tested positive:

Do not go to class or if symptoms begin while in class, leave class immediately

Notify your program of study instructor. You will be asked to provide your name and information about who you have been in contact with on campus and what areas or buildings you have visited.

They have completed all requirements in the Department of Public Health guidance for persons exposed to COVID-19.

Note: If this person is tested for COVID-19 during the 14-day quarantine period, a negative test result would not change or decrease the time a person is monitored, but a positive test would move the person into one of the above categories.

When to start and end quarantine

Stay home for 14 days after last contact with a person who has COVID-19. Even if you test negative for COVID-19 or feel healthy, you should stay home (quarantine) since symptoms may appear 2 to 14 days after exposure to the virus. For additional guidance, please refer to the [Centers for Disease Control and Prevention](#) website.