

COVID-19 SELF-REPORTING GUIDELINES

To proactively take measures to keep Bates Technical College as safe as possible in light of the COVID-19 pandemic, we would like your help to ensure the health and safety of all students, employees, and community members.

If you have information related to another employee, student, or community member who was on college property, please report this to communications@batestech.edu. This information will be confidentially managed ensuring only those with a need to know are informed.

Please self-report for any one of the following situations:

Quarantine

- You have been advised by a healthcare provider to self-quarantine.
- You have self-quarantined as a preventative care measure because of COVID-19 related symptoms as described by the Centers for Disease Control and Prevention (i.e. fever, cough, difficulty breathing).
- You are subject to a quarantine or isolation order.

Exposure

- You have come into close contact or were exposed (closer than 6 feet and longer than 10 minutes) with someone who has tested positive for COVID-19.
- You are experiencing symptoms and are actively seeking a medical diagnosis.

Diagnosis

- You have been diagnosed with/tested positive for COVID-19.

How to self-report:

- Please [complete this reporting form](#). We will call you and gather some additional information for follow-up.

COVID-19 and respecting confidential health information

You may hear or become aware of an employee or a student who has been tested or diagnosed with COVID-19. This is a reminder that information is confidential and must not be inappropriately disclosed to others. This information will be confidentially managed ensuring only those with a need to know are informed. You can help by not engaging others who do not have a need to know, and by refraining from open dialogue or discussion about individual employee or student medical status. For employees, generally those with a need to know are an employee's supervisor, certain members of administration, and human resources. For a student, generally those with a need to know are the

student's faculty, dean, and certain members of administration. Your help and consideration with this will help us as a campus community ensure we treat all members with dignity and respect.

The college will take reasonable precautions to protect health information, pursuant to all applicable laws and statutes, including, but not limited to, the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Family Education Rights and Privacy Act of 1974 (FERPA).