

Subject: COVID-19: Quick Guide for Employees and Students on Reporting
Date: Tuesday, July 21, 2020 at 11:38:57 AM Eastern Daylight Time
From: Dr. Rob Scott, President on behalf of Dr. Rob Scott, President
To: Matthew Shaul

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Re: COVID-19: How to Report Symptoms, Exposure and Concerns Quick Guide for Employees and Students To: Life University Community

We recognize the situation regarding COVID-19 is an area of concern for all of us in the LIFE community, especially related to:

- If you're concerned you've been exposed to COVID-19
- You may have COVID-19 related symptoms
- A family member, colleague, fellow student or friend tested positive for COVID-19

What is considered an "exposure" to COVID-19?

The University follows the CDC guidelines on exposure, which define it as close contact (within 6 feet or less for 15 minutes or more) with a laboratory confirmed positive individual.

I'm concerned that I may have been exposed to COVID-19. What should I do?

Report your concern directly to the contact provided below:

Students

Dean of Students

Employees

Director of Human Resources

I have symptoms that may be related to COVID-19. What should I do?

The most typical symptoms for COVID-19 are fever, cough, shortness of breath, new loss of smell and/or taste, and myalgia (muscle pain) and/or chills. If you have any symptoms that indicate you are ill, you should stay home to limit the possibility of spreading any illness you may have. Let your faculty(s) or supervisor know that you will not be in class or at work. Additionally, you should report your symptoms directly to the contact provided below:

Students

Dean of Students

Employees

Director of Human Resources

A family member, colleague, fellow student or friend tested positive for COVID-19. What should I do?

The person being tested will follow their provider's instructions and will be required to self-isolate. Current CDC guidance says that unless you were within 6 feet or less for 15 minutes or longer with this person, you shouldn't need to be concerned about contracting COVID-19 from them.

If you were within 6 feet for more than 15 minutes with the individual who tested positive, it is possible you were exposed, and you are strongly encouraged to undergo testing. You may be required to self-quarantine. Report your possible exposure directly to the contact provided below:

Students

Dean of Students

Employees

Director of Human Resources

A student or employee has possible COVID-19 symptoms, exposure or concern. What should I do?

Faculty and/or supervisors should refer the individual directly to the appropriate contact below. In the event the student or employee is unable to make direct contact, the faculty or supervisor should make the report on their behalf to the contact below:

Students

Dean of Students

Employees

Director of Human Resources

Full Contact Information

Students	Employees
Dr. Janna Bredeson, Dean of Students	Dr. Lisa Reed, Director of Human Resources
Email: DeanofStudents@LIFE.edu	Email: HRDirector@LIFE.edu
770.426.2700	Phone: 770.426.2611
Designee: Alisha.Plummer@LIFE.edu	Designee: Fran.Boykins@LIFE.edu .

Sincerely,



Rob Scott, D.C., Ph.D.
President, Life University



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