



# NGTC SELF-REPORTING COVID-19 REPORT FORM

This reporting form is for individuals affiliated with North Georgia Technical College to notify the College of incidents/persons believed to be affected by the Coronavirus (COVID-19). All reported information is confidential and will be used for statistical data, for the college to take appropriate preventive measures, determine when individual/persons can safely return to campus and to offer available resources. Personal information may be released upon request by public health authorities, who may initiate further communication.

Please complete the form entirely. The more information that can be obtained in the initial contact with a person making notification to the college, the more expeditiously those decisions can be made.

Students/Employees/Visitors are not required to disclose or present documentation related to vaccination status. Should you choose to disclose your vaccination status, the College will be able to determine appropriate next steps more accurately.

## CONSENT

I understand I may be contacted by a member of the North Georgia Technical College COVID Response Team, Exposure Control Coordinator, Human Resources or Instructor for clarification of my responses.

Michelle Wood, Exposure Control Coordinator – 706-754-7741 | [michelle.wood@northgatech.edu](mailto:michelle.wood@northgatech.edu)

First and Last Name: \_\_\_\_\_ Contact Phone #: \_\_\_\_\_

Email: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

County of Residence: \_\_\_\_\_ Campus Location: \_\_\_\_\_

Faculty/Staff Member Reporting the Information: \_\_\_\_\_

1. Please tell us if you are a	<input type="checkbox"/> Student <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Visitor <input type="checkbox"/> Dorm Student
2. Please select the option that applies:	<input type="checkbox"/> Exposed <input type="checkbox"/> Symptoms <input type="checkbox"/> Confirmed COVID-19 Positive
3. When was your last day on campus?	
4. Prior to this occurrence, have you previously tested positive for COVID?	<input type="checkbox"/> Yes <input type="checkbox"/> No Date: _____

Please answer question 5 or 6. You do not have to answer both. Answer the one that applies.

5. If experience symptoms, what date did symptoms begin?	
6. If exposed to a positive COVID person, what was the date?	
7. Did you get tested for COVID? If so, what date and where? If not tested, did a doctor (or other authority) give you a diagnosis?	
8. If treated or seen by a medical professional, please provide any instructions given to you.	

9. Did you have contact with students, employees, and/or visitors without wearing a mask, less than 6 feet apart for 15 minute or longer; including (2) days prior to feeling sick? When? Where?	
10. Identify all areas in the building/s where you were physically present including the two days prior to symptoms.	

Additional Information:

The following will be completed by a member of the Covid Response Team.

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**COVID Response Team Directive:**

You may return to campus on \_\_\_\_\_. One of the following must be completed prior to returning:

**Confirmed Positive:** If you test positive for COVID-19, everyone (regardless of vaccination status) must:

- Isolate at home for 5 days from the date symptoms first appeared or, if asymptomatic, the date of the positive test. Stay away from others in the household as much as possible during isolation.
- After 5 days, if you have no symptoms or your symptoms are resolving and you have not had fever for more than 24 hours without the use of fever-reducing medication, you may end isolation. If symptoms are not improving or fever has not resolved, you should continue isolating until these criteria are met.
- After ending isolation, you should continue to wear a mask around others for 5 days.

**Exposure:** If you were exposed to the virus that causes COVID-19 or have been told by a healthcare provider or public health authority that you were exposed, adhere to the following guidelines, regardless of your vaccination status or if you have had a previous infection:

- For 10 days after your exposure, wear a high-quality mask or respirator (e.g., N95) any time you are around others inside your home or indoors in public.
- Do not go to places where you are unable to wear a mask, including travel and public transportation settings.

Even if you remain asymptomatic, it is recommended that you seek testing after at least 5 days have passed since your most recent exposure, if possible. The test should be a diagnostic test (PCR or antigen). See more information about testing below.

- If you test negative, continue taking precautions through day 10.
- If you test positive, isolate at home as directed in the "Confirmed Positive" section above.

**Additional Comments:**