Dear LCC Faculty and Staff,

We have received a number of questions recently regarding when and how to report COVID-19 activity to the college. See below for details and clarification.

**When should I report?**
If you have symptoms of COVID-19 and are getting tested, if you receive a positive COVID-19 test, and/or you are a close contact* to a confirmed COVID-19 case, please report this information by emailing covid@lowercolumbia.edu and Sam Orth, Director of Human Resources, sorth@lowercolumbia.edu.

*A close contact is defined as being within six feet of a confirmed case for a combined total of 15 minutes or longer within any 24-hour period.

You should also report if you are instructed by the Department of Health or your physician to quarantine or isolate due to possible exposure to COVID-19.

If you are the close contact of a close contact, you do not need to report this unless the close contact is diagnosed with COVID-19. For example, someone in your household was in close contact with someone who tested positive for COVID-19, but you have not had close contact with the positive case. You do not need to report this unless your close contact also tests positive.

**How do I know when it is okay to return to campus?**
Your Emergency Operations Council, with guidance from the state of Washington and the Cowlitz County Department of Health, has created a tool to help answer this question. Please access the Return to Campus Guide here.

Please contact us if you have questions or need clarification. Thank you!

Jason Arrowsmith, M.Ed.
Director of Student Conduct and Security Services
Lower Columbia College
1600 Maple St.
Longview WA, 98632
360-442-2270
jarrowsmith@lcc.ctc.edu