Northwest College
COVID-19 Volunteer Reporting and Information Guide
Effective 6/3/2021
(This guide replaces the COVID-19 Prevention Acknowledgement & Volunteer Health Screening Form)

For COVID-19 related illness or exposure, Volunteers are expected to follow NWC COVID-19 protocols and the directives of your medical provider, the Center for Disease Control (CDC), the Wyoming Department of Health, and the Park County Health Department.

Volunteer Reporting Requirements:

1. **If you test positive for COVID-19 and must self-isolate,**
   
   A. If you are currently volunteering, contact HR/Payroll and provide your dates of isolation (Jill Anderson - 307.754.6401 or Tracy Gasaway - 307.754.6107)
   
   B. If you had **Close Contact** with an employee, student, or other volunteer, contact HR (Jill - 307.754.6401 or Tracy - 307.754.6107) and provide HR with the names of the employee, student, and/or volunteer with whom you had close contact. HR will follow the CDC guidance to provide these individuals with the “What to do if you are exposed to COVID-19” information [https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html](https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html)
   
   C. Contact your volunteer supervisor to discuss your volunteer service and /or coverage if needed.
   
   D. You may return to volunteer service when you no longer have symptoms of COVID-19 and you have completed your isolation period.

2. **If you must quarantine* due to exposure to COVID-19,**
   
   A. If you are currently volunteering, contact HR/Payroll and provide your recommended dates of quarantine (Jill - 307.754.6401 or Tracy - 307.754.6107)
B. Contact your supervisor to discuss your volunteer service, and/or coverage if needed.

C. You may return to volunteer service when your recommended quarantine period* has been met. *For recommended quarantine periods, refer to your health providers directives or go to the CDC’s website at https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html

*Updated CDC Guidance 3/6/2021: Except in certain circumstances, people who have been in close contact with someone who has COVID-19 should quarantine. However, the following people with recent exposure may NOT need to quarantine:

- People who have been fully vaccinated
- People who were previously diagnosed with COVID-19 within the last three months


Resource Links

Park County Health Department: http://www.parkcounty.us/coronavirus.html
