

STUDENT ILLNESS REPORTING GUIDE

Northwest College provides all students with a process to report COVID-19 or other health issues to allow the College to respond with appropriate institutional & community resources. The reporting process is available 24 hours a day.

Northwest College utilizes a proprietary system called *Trapper Health Connect* as a student support communication tree. Information is maintained within the *Trapper Health Connect* system and is shared with relevant NWC employees on a strictly need-to-know basis. All employees with access to the *Trapper Health Connect* system are required to follow FERPA guidelines and shall not release health information outside of NWC without a signed HIPPA release from the student.

Each day – The student shall assess their health status:

If ill – The student shall stay in their home/on-campus housing if they are ill and shall consider getting tested for illness confirmation, monitor symptoms, and/or seek medical advice. The student shall remain in-home/on-campus housing until symptoms have resolved and/or a negative illness test is received, if available. The student may choose to report their status through the *Trapper Health Connect* process.

If not ill – the student proceeds with normal activities planned for the day.

Voluntary Reporting Process (*Trapper Health Connect*) –

1. The student may contact NWC support resources completing the *Trapper Health Connect* form within their Student Portal.
2. After submission, the student shall receive an email notification stating that the student's submission was received and to expect a call from the *Trapper Health Connect* staff within the next 24 hours. While awaiting a response from the College, the student should remain in their residence and self-isolate.

The *Trapper Health Connect* team shall work with the student to develop a support services plan to help successfully navigate this situation.

College Response –

1. All *Trapper Health Connect* forms submitted by students shall be reviewed and responded to using the contact information provided in the form.
2. The *Trapper Health Connect* staff shall contact the student and ask about the student's status on the following topics to identify which departments can best contribute to the student's support services plan:
 - a. Resident in NWC hall/campus or living off-site
 - b. Face-to-face class attendance
 - c. Participation or member of a club, team, activity
 - d. Employment on campus
 - e. Other immediate needs, as perceived by the student