

Communications Plan

Situation	Messaging	Audience(s)	Distribution Method	Timing	Person Responsible
Employee exposed outside BCTC - quarantined	NONE				
Employee COVID positive – no contact (First case)	See below	<ul style="list-style-type: none"> • Employees • Board 	<ul style="list-style-type: none"> • Email • Email 	<ul style="list-style-type: none"> • As soon as possible • As soon as possible 	<ul style="list-style-type: none"> • Dr. Akakpo • Dr. Akakpo
Employee COVID positive – another employee(s) contact	See below	<ul style="list-style-type: none"> • Employees impacted • All employees • Board 	<ul style="list-style-type: none"> • Call • Thursday email • Thursday email 	<ul style="list-style-type: none"> • Immediately • Thursday email • Thursday email 	<ul style="list-style-type: none"> • HR • Dr. Akakpo • Dr. Akakpo
Staff COVID positive – student(s) contact Student COVID positive – staff and student(s) contact	See below	<ul style="list-style-type: none"> • Student(s)/Staff known impacted • Employees • Board • All students 	<ul style="list-style-type: none"> • Call • Thursday email • Thursday email • Thursday email 	<ul style="list-style-type: none"> • Immediately • Thursday email • Thursday email • Thursday email 	<ul style="list-style-type: none"> • HR • Dr. Akakpo • Dr. Akakpo • Dr. Akakpo
Faculty/Student COVID positive – class contact (First case)	See below	<ul style="list-style-type: none"> • Student(s)/Faculty known impacted • Employees • Board • All students 	<ul style="list-style-type: none"> • Call/email/meeting? • Thursday email • Thursday email • Thursday email 	<ul style="list-style-type: none"> • Immediately • Thursday email • Thursday email • Thursday email 	<ul style="list-style-type: none"> • Academics/ HR • Dr. Akakpo • Dr. Akakpo • Dr. Akakpo

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Base Messages

Employee COVID positive – no contact

I was notified xx of our colleagues tested positive for COVID-19. Since then, I have been working with our Healthy at BCTC team to gather information. I can now report that the employee has been working remotely, all protocols have been followed, and we are not aware of any exposure risk on our campuses at this time. We would like to thank our colleague for making us aware of this situation as soon as it came to light. We send wishes for quick recovery. Working together, we will remain #HealthyAtBCTC.

Employee COVID positive – another employee contact

I was notified xx of our colleagues tested positive for COVID-19. Since then, I have been working with our Healthy at BCTC team to gather information. I can now report there was limited contact with other employees. The health department will complete contact tracing and notify anyone who has potentially been exposed. By following our Healthy at BCTC protocols, risk of exposure is minimized.

We would like to thank our colleague/student for making us aware of this situation as soon as it came to light. We send wishes for quick recovery. Working together, we will remain #HealthyAtBCTC.

Staff COVID positive – student(s) contact/ Student COVID positive – staff and student(s) contact

I was notified xx of our colleagues/students tested positive for COVID-19. Since then, I have been working with our Healthy at BCTC team to gather information. I can now report there was limited contact with a few students and employees. The health department will complete contact tracing and notify anyone who has potentially been exposed. By following our Healthy at BCTC protocols, risk of exposure is minimized.

We would like to thank our colleague/student for making us aware of this situation as soon as it came to light. We send wishes for quick recovery. Working together, we will remain #HealthyAtBCTC.

Faculty/Student COVID positive – class contact

I was notified xx of our colleagues/students tested positive for COVID-19. Since then, I have been working with our Healthy at BCTC team to gather information. I can now report there was limited contact with a few students and employees. The health department will complete contact tracing and notify anyone who has potentially been exposed. By following our Healthy at BCTC protocols, risk of exposure is minimized.

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We would like to thank our colleague/student for making us aware of this situation as soon as it came to light. We send wishes for quick recovery. Working together, we will remain #HealthyAtBCTC.

Message to employee/student who has been in an office/class with person with COVID positive

We/I was/were notified colleagues/students with whom you MAY have had contact tested positive for COVID-19. The health department will complete contact tracing and notify you if they determine the exposure was significant to warrant action. If you don't hear from them, they have determined that no further action is required. By following our Healthy at BCTC protocols, your risk of exposure is minimized.

We would like to thank our colleague/student for making us aware of this situation as soon as it came to light. We send wishes for quick recovery. Working together, we will remain #HealthyAtBCTC.