# Gaston College
## COVID-19 Reporting

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Whether you are a Gaston College student, faculty, staff, or volunteer, you should report if you have been exposed to COVID-19, are experiencing COVID-19 symptoms, or tested positive for COVID-19. As applicable, you should consult your healthcare provider and CDC guidelines for quarantine and isolation.

**How to Report**
**Self-reporting:** Please go to **https://www.gaston.edu/gcsafe/**, and fill out the Student or Employee Self- Reporting Form (in yellow). Someone from the COVID Team will contact you within 24 hours.
OR
**If you do NOT have the ability or need assistance to fill out the Self-reporting form:**
Email COVID@gaston.edu to notify the COVID-19 Team.
When sending an email to this address, please include:
1.    Your name.
2.    Your telephone number and email address.
3.    A brief description, including dates, of your situation related to COVID 19
4.    Please email all positive test confirmations to COVID@gaston.edu

*In addition to sending an email to COVID@gaston.edu, students should also contact their instructor(s) and faculty and staff should contact their supervisor.

After submitting your form to https://www.gaston.edu/gcsafe/, expect to receive an autoreply message indicating that your self-report form was received along with step-by-step instructions on how to proceed.

> *Thank you! Your response was successfully submitted to the GC COVID-19 Team.*
>
> *Thank you for using Gaston College's COVID reporting email. For information on COVID reporting and other relevant topics, please go to GC Safe - Gaston College.*
>
> *Someone from the GC COVID Team will contact you as soon as possible. If you are reporting personal COVID exposure, symptoms, or test positive, you should consult your healthcare provider and follow CDC and NC DHHS guidelines for quarantine and isolation guidance.*
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> *STEP1: Prepare to quarantine for at least 5 days (days will vary based upon vaccination status and presenting symptoms with a max of 10 days and approval by the GC COVID Team).*
> *Step 2: Students should contact their instructors regarding assignments and attendance.  Faculty and Staff should contact their supervisor.*
> *Step 3: Consult with your healthcare professional for positive results or any other healthcare issues.*
> *Step 4: Please email positive test confirmations to COVID@gaston.edu*

** Please note that every COVID situation is different, and in general, Gaston College follows CDC and NC DHHS guidelines for quarantine and isolation.