

When in doubt, stay out

Employees with symptoms encouraged to stay home; call Rapid-Trace

Welcome back to campus as we prepare for the Fall 2022 term!

The NIC Rebounds team is reminding all employees who are experiencing symptoms of COVID-19 to contact Rapid-Trace immediately.

Due to high call volumes, employees may need to leave a voicemail when they call Rapid-Trace. Employees should be sure to include their name and phone number, and note that they work for NIC. Then they should stay home until they receive a call back with further guidance.

This reporting is critical as it helps guide operational decisions as NIC navigates the current surge of the virus in our college community.

Employees who contact Rapid-Trace may be eligible for up to two weeks of paid leave in the current fiscal year, following the [COVID-Related Paid Leave Guideline](#).

All employees are encouraged to stay home if they are experiencing any symptoms, even if they are mild.

People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

If you have any of the symptoms listed above:

- Do not report to your work facility.
- Report your symptoms to Rapid-Trace at (813) 699-3551 regardless of whether you are working remotely or in-person.
- Contact your supervisor to communicate if you will not be working due to illness.

For the CDC's most recent guidelines on when to quarantine or isolate, visit [Isolation and Precautions for People with COVID-19](#).

If you have questions, please contact EmployeeHealth@nic.edu.

Students should follow the same guidelines. Students with questions should be referred to Alex Harris in Student Services.

Pick up free rapid test kits

Free rapid COVID-19 test kits are now available for NIC employees. These tests will provide at-home results within 15 minutes.

The supply is limited, so the college is offering one box to every employee. Each box includes two rapid tests.

The boxes are available to be picked up by employees on the Coeur d'Alene campus in the Dean of Students office, SUB 200B or the HR office, Headwaters Complex, Building B.

Rapid test kit boxes will also be available for employees at Parker Technical Education Center and the Workforce Training Center.

Employees are asked to pick up their box of rapid test kits **before** they are experiencing symptoms of COVID-19, when they should be isolating or in quarantine. To arrange for contact-free pickup, employees can contact Human Resources at humanresources@nic.edu.

Symptomatic employees should not go to the rapid test kit pick-up locations. For employees experiencing symptoms, free Vault mail-in test kits remain available via contact-less pick up at the NIC mail/copy center (see link below).

Additional COVID-19 test information

Every home in the U.S. is eligible to order four free at-home COVID-19 rapid antigen tests. [Place your order here](#)

Orders will usually ship in 7 to 12 days. These tests give results within 30 minutes (no lab drop-off required).

Free KN95 masks

NIC has free KN95 masks available for employees. They are being distributed by the Mail/Copy Center in Coeur d'Alene and are also available at Parker Technical Education Center and the Workforce Training Center.

To request these free KN95 masks, employees should send an email to copy_center@nic.edu, and the masks will be delivered to them via interoffice mail.

For more information about KN95 masks and the CDC's updated guidance on masks, please visit [Types of Masks and Respirators](#).