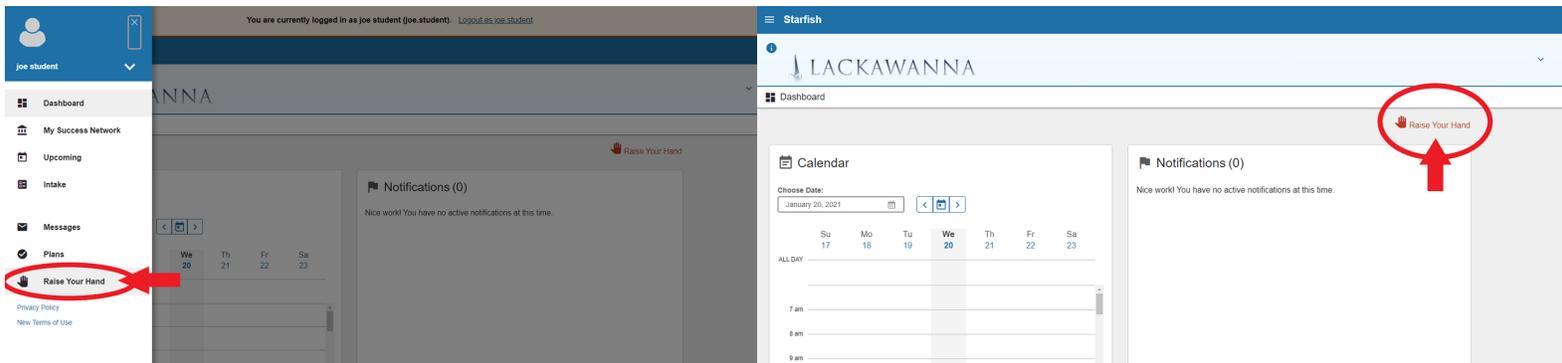


How to Notify the LC Pandemic Safety Team

Raise Your Hand in Starfish

Log in to Starfish (located in Portal Quick Links) using your Falcons credentials
Username is *without* @falcons.lackawanna.edu

Step 1: Access "Raise Your Hand" either in the left-hand menu OR on the top right of your Dashboard.



Step 2: Start by selecting the "Type of Help Needed."

- Positive COVID test result
- Coronavirus Exposure
- Waiting for COVID test result

Need assistance with something?

Need assistance? We believe you can be successful! Let us know what obstacles you are facing and we will help you get connected to the resources to help you succeed. Check out the Raise Your Hand feature in Starfish. When you choose one of the options, staff will be notified of your concern and someone will provide a follow to you in regards to the option you choose. There are items in regards to academic help, social help, medical concerns, and many others. This is an easy way for you to get connected to the resources to help you be successful at Lackawanna College.

* Type of help needed

Positive COVID test result

Course

Details

When this flag is raised, the student should not be on campus or leave their dorm room at this time. The Pandemic Safety Team will be in contact to discuss next steps.

CANCEL SUBMIT

Need assistance with something?

Need assistance? We believe you can be successful! Let us know how what obstacles you are facing and we will help you get connected to the resources to help you succeed.

* Type of help needed

Select the type of help needed

CARE TEAM REFERRALS
Faculty, staff, students, or any concerned person can refer a student to the CARE Team. Once completed, someone from the CARE Team will follow up as appropriate.

Coronavirus Exposure
Raise this flag if a student shares that they have been exposed to someone with Coronavirus.

Disability Services
Please use this referral when a student mentions an IEP or discusses the need for accommodations.

* Type of help needed

Waiting for COVID test result

Course

Details

When this flag is raised, the student should not be on campus or leave their dorm room at this time. The Pandemic Safety Team will be in contact to discuss next steps.

CANCEL SUBMIT

Step 3: Since these flags are not related to a specific course, please leave the "Course" dropdown empty.

If you are raising your hand for another reason, you can select the related course from the dropdown menu

Step 4: Provide any details in the open box you would like to share or need us to know.

Step 5: Press the "Submit" button.

You've successfully Raised your Hand!

Need assistance with something?

Need assistance? We believe you can be successful! Let us know what obstacles you are facing and we will help you get connected to the resources to help you succeed. Check out the Raise Your Hand feature in Starfish. When you choose one of the options, staff will be notified of your concern and someone will provide a follow to you in regards to the option you choose. There are items in regards to academic help, social help, medical concerns, and many others. This is an easy way for you to get connected to the resources to help you be successful at Lackawanna College.

* Type of help needed
Coronavirus Exposure

Course

Details

CANCEL SUBMIT

Follow Up Steps:

- You will be contacted by the Pandemic Safety Team about your next steps. **Please check your Falcons email and reply to all of their questions ASAP.**
 - Your responses, including any medical information you share, will be kept confidential. No details on your exposure or illness will be shared with anyone outside of the Pandemic Safety Team. Your instructors, as well as the athletic director and residence hall director if applicable, will be notified that you are not allowed to be on campus when you raise a flag.
- You **must directly contact your instructors** through Starfish to notify them of your absence in class. If you are able, please continue to participate in all online courses. It is your responsibility to communicate with your instructors to come up with a plan to complete all coursework.
 - You **do not** need to share the *details* of your exposure or illness to your instructors or advisors at Lackawanna. They will be aware that you cannot attend on-campus classes, but they do expect you to communicate about setting up a plan to complete coursework.
 - If you are unable to complete your coursework or participate in online courses, please see the college's [Medical Exigency Policy](#) in the Student Handbook (pg. 46)
- The Pandemic Safety Team will **set the date** that you may be able to return to campus.
 - **Do not** return to campus for any reason before you are given permission from the Pandemic Safety Team. Your instructions and timeline for quarantine or isolation, if necessary, will be discussed and the Pandemic Safety Team will provide notification when you are clear to return. It will show up as a high five or kudos in Starfish.

