Protocol for Suspected/Confirmed Employee Cases of COVID-19 Policy

Approved by and date:  
Board of Trustees  06/08/2020  
Executive Leadership Team  05/19/2020

Policy:

Kilgore College expects all employees to self-monitor their temperatures each morning and to review the Employee Self-screening Checklist prior to coming to work each day as long as there is a threat to public health due to COVID-19. If review of the Employee Self-screening Checklist indicates new or worsening symptoms, the employee must not report to work and must notify the director of human resources immediately. If an employee experiences new or worsening symptoms of COVID-19 while on campus or at a College facility, the employee must notify the director of human resources immediately and leave work.

Employees must self-report to the director of human resources if they have been diagnosed with or exposed to COVID-19 or have recently traveled to high-risk locations.

Procedures:

Approved by and date:  
Executive Leadership Team  07/10/2020

Employees must check their temperatures daily and self-monitor for any symptoms of COVID-19 according to current CDC guidelines published at https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html

An employee who becomes ill at work with any symptoms of COVID-19 must notify the director of human resources so that the employee can be separated from other employees and be sent home immediately. It is the employee’s responsibility to follow-up with the employee’s primary care physician if needed.

If the employee is not diagnosed with COVID-19, the employee must satisfy the following criteria before being allowed to return to work:

- The employee certifies in writing that the employee is fever-free and has been completely symptom free (no cough, chills, or other symptoms consistent with COVID-19) for at least three days; and
- At least 14 calendar days have passed since the employee first exhibited symptoms; or
• The employee provides documentation from a medical provider confirming that the employee can return to work, and/or that the employee had a negative test for COVID-19.

If an employee has a confirmed case of COVID-19, the employee must contact the director of human resources immediately. The employee will be asked to identify all individuals (co-workers, students, visitors, vendors) who have been in close proximity with the employee for the period beginning two days prior to the onset of symptoms to the present. The director of human resources will inform other employees of their possible exposure to COVID-19 in the workplace, but keep the identity of the infected or exposed individual confidential. Kilgore College will communicate and coordinate with local public health officials as appropriate. The employee will not be allowed to report to work until a healthcare provider has given a medical release to return to work.

Employees who have had contact with a person who is lab-confirmed to have COVID-19 must notify the director of human resources.

The College will not allow any employee with known close contact with a person who is lab-confirmed to have COVID-19 to return to any College campus/facility until the end of a 14-day self-quarantine period from the last date of exposure. Close contact to guide self-quarantine protocols was defined by the Gregg County Health Authority in a meeting with KC personnel on July 1, 2020 as:

• Contact was for 15 minutes or more and;
• Contact was within 6 feet and;
• Neither person was wearing a face covering.

After consultation with the employee, the director of human resources (or designee) will determine if a period of self-quarantine is warranted. Self-quarantine decisions are not to be made by anyone other than the director of human resources or designee.

Only College administrators, deans, and faculty (both full-time and part-time) will be allowed to work remotely during a self-quarantine period, provided they are well enough to do so.

Confirmed positive cases of COVID-19 on campus or in a KC facility will lead to a relocation of functions in the affected building to another area/building and an immediate shutdown of the affected area/building until sanitized according to the “Infectious Disease Facility Protocol Policy.”