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   *10/23/2020*

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:
- At least 3 days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications); and
- The individual has significant improvement in respiratory symptoms (e.g., cough, shortness of breath); and
- At least 10 days have passed since symptoms first appeared.

If an employee does not want to wait until 10 days have passed to return to work, the employee may provide a medical release stating that the employee has a non-COVID diagnosis or provide a negative result of a test taken at least 48 hours after symptom onset. The employee must still satisfy the first two bullet points above before being allowed to return to work.

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 following steps will be followed as appropriate based on the results of contact tracing:
1. The director of human resources will notify the Office of the Executive Vice President/Chief Student Affairs Officer and request that the College's facilities contractor initiate actions outlined in the "Infectious Disease Facility Protocol Policy."
2. The director of human resources will contact any employees or vendors identified as having interaction with the employee and will advise whether self-monitoring or self-quarantine is appropriate.
3. If the confirmed case involves a faculty member teaching face-to-face classes or supervising an external learning experience, the director of human resources will notify the vice president of instruction and the appropriate dean. The vice president of instruction and dean will determine any appropriate changes in instruction.
4. The appropriate dean's office will notify affected students and will explain any changes in instruction and whether students will be required to self-monitor or self-quarantine. The notification methods will be as follows:
   - Initial notification via phone call
   - Follow up by KC email if phone call is unsuccessful
   - Ongoing communication on next steps provided through KC email or Remind app, if available
5. If the confirmed case involves a non-faculty employee who interacted with students, the Office of the Executive Vice President/Chief Student Affairs Officer will notify the students.

Kilgore College will communicate and coordinate with local public health officials as appropriate.

The employee must satisfy the following criteria before being allowed to return to work:
- At least 10 days have passed since symptom onset; and
- At least 3 days (72 hours) have passed since resolution of fever without the use of fever-reducing medications (this period can be within the 10 days in the bullet above), and
- Other symptoms have improved.

Employees who never develop symptoms of COVID-19 may return to work 10 days after the date of their first positive test.

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 the appropriate self-quarantine period. *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 and by

the College's consulting infectious disease specialist in a meeting with KC personnel on August 6, 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. Self-quarantine of faculty members will trigger steps 3 and 4 above.

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. Other permissions for temporary remote work assignments will be made on a case-by-case basis by the appropriate administrator and the director of human resources.

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."

Employee confidentiality will be maintained to the maximum extent possible as these procedures are applied.

 *cumulative total of 15 minutes or more over a 24-hour period per CDC as of 10/21/2020