



**SHELTON STATE**  
COMMUNITY COLLEGE

# **COVID-19**

## **Campus Protocols & Procedures**

## **CAMPUS PROTOCOLS AND PROCEDURES**

1. **General hygiene and respiratory etiquette will be followed College-wide.**
  - Hands should be washed often. Soap and water should be used for at least twenty seconds, or hands should be cleaned with alcohol-based hand sanitizer that contains at least 60% alcohol.
  - Avoid touching eyes, nose and mouth.
  - Do not shake hands.
  - Cover your coughs and sneezes. Use a tissue, then throw the tissue in the trash.
2. **Temperature checks will be conducted prior to campus entry.**
  - Temperature checks will be conducted prior to entry into the building. All campus visitors will be directed to a checkpoint prior to exiting their vehicle.
    1. Martin Campus – under awning at the front of the building
    2. Fredd Campus – under awning of Building 100
  - Individuals should turn off their air conditioning or heater in their vehicles prior to entering campus in order to avoid a false temperature scan.
  - Individuals with temperatures at or above 100.4 will not be permitted entry. Temperatures at or above 100.4 will be confirmed by a second scan. Employees and students will be directed to a designated waiting area where the second scan will be performed not less than five minutes after the initial scan. Individuals denied entry are asked to consult their healthcare provider prior to returning to campus.
  - Temperature checks will be required for daily entry. Employees, students, and visitors will receive designated wristband providing daily clearance.
3. **All students will be required to sign waivers indemnifying the College of any legal action as a result of participating in on campus instruction.**
4. **Personal protective equipment (PPE) must worn by all persons on campus.**
  - All persons entering SSCC campuses must wear a mask.
  - Medical and environmental services employees will be provided N-95 masks, gloves, gowns, and face shields. Directions for safe use will be provided.
  - Employees may use personal facial coverings, however, one (1) multi-use mask will be provided with directions for safe use.
  - Students and campus visitors will be asked to wear facial coverings. Single-use masks will be provided upon entry for visitors without a facial covering.
4. **Common areas will have precautions and will be disinfected or temporarily disabled.**
  - All common areas in use will be disinfected according to protocol.
  - Doors will remain open when possible.
  - Elevators
    - Employees are advised to use elevators as little as possible during the outbreak period.
    - If the use of the elevator is necessary, the following guidelines apply:
      1. One person per elevator
      2. Use disposable tissue to operate elevator buttons.

3. Avoid touching your face with your hands, and wash your hands immediately after pressing any elevator buttons.
- Vending machines will not be in use.
  - Chick-fil-A will not be open.
  - Water fountains will be disabled.
  - Fleet scheduling will be unavailable.
  - Seating areas in common locations will not be in use.

## 5. Self-Distancing and Disinfecting

### • Office Areas

1. Employees will remain isolated when possible.
2. Employees will maintain six-feet of separation between themselves and other co-workers at all times.
3. Employees should disinfect phones, keyboards, mouse, and computers on a daily basis.
4. All personal items and work supplies will be removed from shared work spaces.

### • Classrooms/Labs

1. Classroom and lab occupation will be limited to every other seat to maintain social distance.
2. If classrooms and labs do not allow six feet of separation or if duties require employees and/or students to work within six feet of one another, one or more of the following measures will be implemented:
  - a. Use of barriers such as plexiglass
  - b. Provision of face mask, face-shield, gloves, or other appropriate PPE
  - c. Modification of duties to accommodate social distancing
  - d. Immediately following completion of duties, all participants shall properly remove PPE and wash hands for a minimum of twenty seconds as recommended. If soap and water are not available, a hand sanitizer containing at least 60% alcohol will be provided.
3. Avoid sharing tools or other equipment when possible.
4. If equipment is shared, proper disinfection will be required according to protocol.
5. For areas falling outside general disinfection protocol, the Director of Auxiliary Services will coordinate a plan for disinfecting labs and equipment.

### • Restrooms

1. Self-distancing guidelines must be maintained in restrooms, including waiting in lines.
2. Hands must be thoroughly and properly disinfected when finished in restroom.
3. In order for restrooms to remain sanitary, all paper products must be disposed properly and toilets completely flushed.

### • Breakrooms and Kitchen Areas

1. Employees are discouraged from using breakrooms and kitchen areas.
2. No students will be allowed in breakrooms or kitchen areas.

3. Employees must maintain proper self-distancing guidelines.
4. Employees should not sit directly across from one another.
5. Minimize touching objects in the breakroom or kitchen areas such as refrigerators or other commonly shared items. If a breakroom or kitchen area item is touched, employees should wash or sanitize their hands afterwards, and items touched should be disinfected on a regular basis.

- **Arrival and Dismissal**

1. Employees and students should not congregate in parking lots at any time.
2. Maintain six feet of distance between you and others upon entering and exiting the building.

## PERSONNEL AND STUDENT MONITORING

### Symptoms of COVID-19 (Sources: U.S. Centers for Disease Control and Prevention and Johns Hopkins Medicine)

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness.

Symptoms may appear **2-14 days after exposure to the virus**. People with the following symptoms or combinations of symptoms may have COVID-19:

- Dry cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Repeated shaking with chills
- Muscle aches
- Headache
- Sore throat
- New loss of taste or smell
- Diarrhea

This list is not all-inclusive. Please consult your medical provider for any other symptoms that are severe or concerning to you.

### Self-Screening

One of the most vital aspects of detection involves self-screening at home. Employees and students should self-screen at home for symptoms associated with COVID-19 and should not report to campus if experiencing a fever of 100.4 degrees Fahrenheit or greater or experiencing multiple other symptoms of COVID-19. Employees and students are asked to consult with their healthcare provider.

Employees and students who have noticed symptoms through self-screening, but not received a diagnosis of COVID-19, should remain at home until **ALL THREE** of the following statements are true:

- You have had no fever for at least 72 hours (that is three full days of no fever **without** the use of medicine that reduces fevers).
- Other symptoms have improved (for example, when your cough or shortness of breath have improved).
- At least 10 days have passed since your symptoms, other than fever, first appeared OR you have been tested for COVID-19 and have had two consecutive negative tests at least 24 hours apart.

## **When to Seek Medical Attention (Source: U.S. Centers for Disease Control and Prevention)**

If you have any of the following **emergency warning signs\*** for COVID-19, seek **medical attention immediately**:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or inability to arouse
- Bluish lips or face

\*This list is not all-inclusive. Please consult your medical provider for any other symptoms that are severe or concerning to you.

**Call 911 if you have a medical emergency.** Notify the operator that you have, or think you might have, COVID-19. If possible, put on a cloth face covering before medical help arrives.

## **On-Site Monitoring**

The College will set up checkpoints as monitoring stations on both campuses. A health-screening team will monitor the temperature of individuals allowed to enter using no-touch thermometers. If an employee or student exhibits a fever of 100.4 degrees Fahrenheit or above, a second temperature scan shall be conducted to confirm the results. Employees and students will be directed to a designated waiting area where the second scan will be performed not less than five minutes after the initial scan. If confirmed, the employee or student will be sent home to self-quarantine and are asked to consult their healthcare provider prior to returning to campus.

## **Observations of Employees Exhibiting Symptoms**

If an employee observes a coworker exhibiting symptoms of the virus (as listed above), the employee should report the symptomatic coworker to their immediate supervisor who shall then report the same to the applicable Cabinet member. The employee's body temperature should be monitored for a fever at or greater than 100.4. If such a fever is detected, a second scan will be performed to confirm the fever. If confirmed, the employee will leave campus and telework from home, if possible. If the employee is required to leave campus and is unable to telework, the employee must utilize their accrued paid leave or, if applicable, leave under the FFCRA or FMLA in order to remain in paid status. If paid leave is unavailable, an employee may be eligible to unpaid leave upon request.

While on campus, social distancing remains one of the primary ways to avoid contracting a virus or contamination. It is imperative that employees maintain proper self-distancing as recommended by the CDC and other health organizations. This means that a minimum of 6-feet (2 meters) must be maintained between employees at all times, even when workers are wearing PPE.

## **Observations of Students Exhibiting Symptoms**

If a student is observed exhibiting symptoms of the virus (as listed above), the observing individual should report the symptomatic student to the Dean of Student Services. The student's body temperature should be monitored for a fever at or greater than 100.4. If such a fever is detected, a second scan will be performed to confirm the fever. If confirmed, the student will leave campus.

While on campus, social distancing remains one of the primary ways to avoid contracting a virus or contamination. It is imperative that students maintain proper self-distancing as recommended by the CDC and other health organizations. This means that a minimum of 6-feet (2 meters) must be maintained between students at all times, even when workers are wearing PPE.

### **Behaviors to avoid include the following:**

- Gathering in groups
- Entering crowded areas
- Carpooling with others that live outside of your home
- Hugging or shaking hands
- Eating face-to-face and similar activities that would put you and/or others in close proximity

### **Proper distancing behaviors include the following:**

- Remain isolated when possible.
- Maintain six feet of distance between yourself and the nearest co-worker at all times. Do not sit directly across from one another. (This includes during meeting and training times.)
- Follow right of way walking practices to and from work and common areas.
- Utilize proper PPE and follow guidelines of usage.
- Avoid sharing tools or equipment. If tools must be shared, follow disinfection protocol for employees.

## **Employee or Student Positive Case**

Employees or students who are diagnosed with COVID-19 should not be on campus or return to campus until the CDC criteria to discontinue home isolation are met or the employee or student obtains medical confirmation that the employee or student may return to campus. Employees and students who are diagnosed with COVID-19 are required to try and assist the College in ascertaining the following:

- Determining the last time the employee or student entered campus, and ascertainment of the areas in which the employee or student was present during the prior 14 days; and
- Identification of any other employees or students with whom the employee or student had contact during the prior 14 days

The College will take reasonable steps to alert all employees or students that are identified in the above process that they may have been exposed to a co-worker or student diagnosed with COVID-19 and direct them to monitor themselves for symptoms.

**Employees or students diagnosed with COVID-19 who experienced symptoms and have stayed home (home isolated) can return to campus under the following conditions:**

- You have had no fever for at least 72 hours since recovery (that is three full days of no fever **without** the use of medicine that reduces fevers)  
**AND**
- other respiratory symptoms have improved (for example, when your cough or shortness of breath have improved)  
**AND**
- at least 10 days have passed since your symptoms first appeared.

**Employees or students who DID NOT have COVID-19 symptoms, but tested positive and have stayed home (home isolation) can return to campus under the following conditions:**

- At least 10 days have passed since the date of your first positive test  
**AND**
- You continue to have no symptoms (no cough or shortness of breath) since the test.

#### **Employee or Student Contact with Positive Case**

If you think you have been exposed to COVID-19, carefully review the symptoms (listed above).

<b>If you...</b>	<b>Steps to take...</b>
If you or someone in your home <u>might</u> have been exposed	<b>Self-Monitor</b>  Be alert for symptoms. Watch for <b>fever, cough, or shortness of breath.</b> <ul style="list-style-type: none"> <li>• Take your temperature if symptoms develop.</li> <li>• Practice social distancing. Maintain 6 feet of distance from others, and stay out of crowded places.</li> <li>• Follow CDC guidance.</li> <li>• If symptoms develop, do not return to campus. (See above protocols)</li> </ul>
If you feel healthy but: <ul style="list-style-type: none"> <li>• Recently had close contact with a person with COVID-19, or</li> </ul>	<b>Self-Quarantine</b> <ul style="list-style-type: none"> <li>• Check your temperature twice a day, and watch for symptoms.</li> <li>• Stay home for 14 days, <b>and</b> self-monitor.</li> </ul>



<ul style="list-style-type: none"> <li>Recently traveled from somewhere outside the U.S. or on a cruise ship or river boat</li> </ul>	<ul style="list-style-type: none"> <li>If possible, stay away from people who are high-risk for getting very sick from COVID-19.</li> </ul>
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If an employee is required to take leave or stay away from campus because of COVID-19 related reasons, and is unable to telework while off campus, the employee will need to utilize their accrued paid leave or, if applicable, leave under the FFCRA or FMLA in order to remain in paid status. If paid leave is unavailable, an employee may be eligible to receive unpaid leave upon request.

Leave under the FFCRA must be requested, and eligibility must be established by the employee before such leave will be granted. The form required to request leave under the FFCRA will be available on myShelton under Policies, Procedures, and Forms > Forms and Procedures.

If you are an employee and have received a positive COVID-19 test since April 1, 2020, and need further guidance on returning to campus or work please contact the Cabinet Member for your area.

If you are a student and have received a positive COVID-19 test since April 1, 2020, and need further guidance on returning to campus please contact the Dean of Student Services.