

COVID 19

Employee and Student Protocols

2020

Symptoms of COVID-19

Flu-like symptoms: from mild symptoms of respiratory infection including fever, chills, a cough or a sore throat and to severe symptoms such as difficulty breathing.

In general:

- Human Resources and Student Life will work with the Director of Wellness for appropriate interaction with the Frederick County Health Department and other government entities as appropriate.
- Supervisors and staff should use empathy and compassion when dealing with employees and students who may have symptoms, test positive for COVID-19 or a family member who has the symptoms, or positive test results.
- Supervisors and staff will maintain appropriate confidentiality when working with an employee or student who discloses the possibility or the reality of having the COVID-19 virus.
- Supervisors and employees will quell rumors regarding individuals (student or employees) with potential COVID-19 symptoms and will refer employees to the website for updates.
- Human Resources will provide all communication regarding any employee who may have COVID-19. Dean of Students will provide all communication regarding any student who may have COVID-19.
- Employees who are sick are not expected to work from home. Appropriate leave will be used to cover absences.

If a Hood College student or employee believes they have COVID-19, demonstrates symptoms, or is required to self-isolate as advised by a medical professional

Commuter Student:

- Contact a medical health professional
- Follow medical health professional's advice regarding care, testing and self-isolation
- Notify the Dean of Student's Office and Dean of Student Success Office for additional information and assistance

Residential Student:

- Call the Campus Safety Switchboard at 301-696-3548 to notify them you are going to Health Services as a precaution.
- Call Health Services at 501 West 7th Street (Phone: 301-698-8374 - Option 1) for information on screening. For medical emergencies, go to the Emergency Room instead.

Employee:

- Contact a medical health professional
- Follow medical health professional's advice regarding care, testing and self-isolation
- Stay home or if at work, go home for 14 days or until released by medical professional
- Contact supervisor and inform him/her/them of pending absence
- Use accrued sick leave
- In the event that the accrued sick leave available does not cover the time needed, a request should be made to your supervisor to use the Hood College Community Cares Sick Bank. Once the VP approves the request, the information is to be forwarded to Meg Timmons, timmons@hood.edu.
- Once symptoms have passed, contact medical care professional for a return to work release
- Medical professional should send the return to work release to Meg Timmons, fax (301) 696-3880

Supervisor:

- Request that the employee or student contact a medical professional
- If the employee or student poses a threat to the health of others, send home
- Have the employee or student follow the medical professional's advice regarding care and testing
- Contact Facilities for cleaning of the building Facilities will close the facility temporarily and all individuals will vacate the space until the "all clear" has been given. Employees may work telework until the facility is reopened.

If a student or an employee tests positive for COVID-19

Commuter Student

- Follow medical health professional's advice regarding care and self-isolation
- Stay home for 14 days or until released by medical professional
- Notify the Dean of Student's Office and Dean of Student Success Office for additional information and assistance

Residential Student:

- Follow instruction from medical health professional's advice regarding care and quarantine.
- Call the Campus Safety Switchboard at 301-696-3548 to notify them to call the Residence Life Professional On-Call (area coordinator on call). Follow all instruction from this professional to be quarantined.
- Stay in the college room assignment for 14 days or until released by medical professional
- Maintain regular contact with medical professional
- Follow care instructions of medical professional
- Once symptoms have passed, contact medical care professional for a return to classes release

Employee:

- Follow medical health professional's advice regarding care and self-isolation
- Stay home or if at work, go home for 14 days or until released by medical professional
- Contact supervisor and inform him/her/them of pending absence
- Use accrued sick leave
- In the event that the accrued sick leave available does not cover the time needed, a request should be made to your supervisor to use the Hood College Community Cares Sick Bank. Once the VP approves the request, the information is to be forwarded to Meg Timmons, timmons@hood.edu.
- Once symptoms have passed, contact medical care professional for a return to work release
- Medical professional should send the return to work release to Meg Timmons, fax (301) 696-3880

Supervisor

- Request that the employee or student contact a medical professional
- If the employee or student poses a threat to the health of others, send home
- Have the employee or student follow the medical professional's advice regarding care and testing
- In the event that the accrued sick leave available does not cover the time needed, a request should be made to your supervisor to use the Hood College Community Cares Sick Bank. Once the Vice President approves the request, the information is to be forwarded to Meg Timmons, timmons@hood.edu.
- Contact Facilities for cleaning of the building Facilities will close the facility temporarily and all individuals will vacate the space until the "all clear" has been given. Employees may work telework until the facility is reopened.

If a student or an employee has been advised by health care professional to quarantine at home/hospital

Commuter Student

- Stay home for 14 days or until released by medical professional
- Maintain regular contact with medical professional
- Follow care instructions of medical professional
- Notify the Dean of Student's Office and Dean of Student Success Office for additional information and assistance
- Once symptoms have passed, contact medical care professional for a return to campus and classes release

Residential Student:

- Follow instruction from medical health professional's advice regarding care and quarantine.
- Call the Campus Safety Switchboard at 301-696-3548 to notify them to call the Residence Life Professional On-Call (area coordinator on call). Follow all instruction from this professional to be quarantined.

- Stay in the college room assignment for 14 days or until released by medical professional
- Maintain regular contact with medical professional
- Follow care instructions of medical professional
- Once symptoms have passed, contact medical care professional for a return to classes release

Employee

- Stay home for 14 days or until released by medical professional
- Maintain regular contact with medical professional
- Follow care instructions of medical professional
- Once symptoms have passed, contact medical care professional for a return to work release
- Use accrued sick leave to cover absence
- In the event that the accrued sick leave available does not cover the time needed, a request should be made to your supervisor to use the Hood College Community Cares Sick Bank. Once the VP approves the request, the information is to be forwarded to Meg Timmons, timmons@hood.edu.
- Once symptoms have passed, contact medical care professional for a return to work release
- Medical professional should send the return to work release to Meg Timmons, fax (301) 696-3880

Supervisor

- Request that the employee or student contact a medical professional
- If the employee or student poses a threat to the health of others, send home
- Have the employee or student follow the medical professional's advice regarding care and testing
- Contact Facilities for cleaning of the building Facilities will close the facility temporarily and all individuals will vacate the space until the "all clear" has been given. Employees may work telework until the facility is reopened.

If a student or an employee has a family member with COVID-19

Commuter Student:

- Stay home for 14 days or until released by medical professional
- Maintain regular contact with medical professional
- Follow care instructions of medical professional
- Notify the Dean of Student's Office and Dean of Student Success Office for additional information and assistance
- Once family member's symptoms have cleared, contact medical care professional for a return to campus and classes release

Residential Student:

- Call the Campus Safety Switchboard at 301-696-3548 to notify them to call the Residence Life Professional On-Call (area coordinator on call). As a condition of remaining on campus, the student should not have had in-person contact with the individual. As a precaution, the POC will ask if you have had in-person contact within the last week with the individual.
- If yes, follow all instruction from this professional to be quarantined.

Employee:

- Stay home for 14 days or until released by medical professional
- Maintain regular contact with medical professional
- Contact supervisor
- Medical professional should send the return to work release to Meg Timmons, fax (301) 696-3880

Supervisor:

- Request that the employee or student contact a medical professional
- If the employee or student poses a threat to the health of others, send home
- Have the employee or student follow the medical professional's advice regarding care and testing
- Contact Facilities for cleaning of the building Facilities will close the facility temporarily and all individuals will vacate the space until the "all clear" has been given. Employees may work telework until the facility is reopened.

Communication Plan if Hood gets notified of a positive COVID-19 test for an employee

This is an update regarding the COVID-19 virus. We have been informed that an employee has been identified with a positive COVID-19 test result. We are sending our best wishes for a speedy recovery to that employee. We know that you also will be supportive of this individual as well.

The employee is under the care of a medical professional off-campus. Once the employee is released by the medical professional, he/she/they will return to work. We are working with the Frederick County Department of Health for any follow-up they require. Please cooperate with these health care professionals if they identify you as a person who may need to self-isolate. Please refrain from discussing the medical situation of another person. We respect the confidentiality of medical information of our employees.

The Facilities Department has been notified to do an intensive cleaning of the area in which the employee worked. If you feel that you need this intensive cleaning process in your area, please contact the Facilities Department.

Please contact your supervisor with any questions you may have.