

COVID 19

Employee and Student Protocols

2020

As of May 18, 2020

Here are the CDC guidelines that individuals must follow when on campus:

- Practice Social Distancing of six feet or more between individuals
- Wear face covering indoors and within shared public places
- Wash hands frequently
- Sanitize frequently used surfaces and workstations
- Clear the top of workstations for deep cleaning by facilities staff
- Use door hanger notification for when office spaces need to be cleaned

Symptoms of COVID-19

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 these symptoms or combinations of symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing

Or at least two of these symptoms:

- Fever, chills, repeated shaking with chills, muscle pain, headache, sore throat and/or new loss of taste or smell

In general:

- 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 will notify HR of any potential faculty and staff member infections. For commuter students, notify Director of Wellness and Director of Campus. For residential students, notify the Campus Safety Switchboard at 301-696-3548.
- 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.
- Human Resources and Student Life will work with the Director of Wellness, the College's lead liaison, for appropriate interaction with the Frederick County Health Department.
- Employees who are sick are not expected to work while recovering at home. Appropriate leave will be used to cover absences.

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- Employees who are caring for a sick family member may work from home with approval from the supervisor. Projects should have pre-agreed upon outcomes and regular check-ins should happen between the supervisor and the employee.
- Employees who are home because of day care closings due to COVID-19 issues, can use the work at home option if approved by the supervisor. Projects should be pre-agreed upon outcomes and regular check-ins should happen between the supervisor and the employee.
- Employees can request leave without pay to the Division Vice President.
- Employees who are out of the office when the campus is open and not working from home are expected to use vacation and personal time.
- The Professional On-Call (POC) is the 24/7 on call area coordinator who can be reached by calling the Campus Safety Switchboard (301) 696-3548. The POC works with the Student Life team and residential students regarding the needs of students residing in college housing. There are internal protocols for handling various situations depending on the nature of the event. The POC will consult with individuals on the senior team/Campus Emergency Response Team and/others to instruct, advise, and communicate as needed.

If a Hood College student or employee believes they have COVID-19 or demonstrates symptoms

Commuter Student:

- Contact 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 Campus Safety at 301-696-3548 to notify them you are going to Health Services as a precaution. They will notify the Residence Life Professional On-Call.
- Using social distancing guidelines while limiting interaction with others, walk or drive to Health Services at 501 West 7th Street (Phone: (301) 698-8374 - Option 1) during regular business hours as noted [here](#) to be screened. For medical emergencies, go to the Emergency Room instead (i.e. breathing difficulty).

Employee:

- Contact 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, Benefits Manager, via timmons@hood.edu.

- Once symptoms have resolved, 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 office space, classroom-setting and common areas used

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

Commuter Student

- Follow medical health professional's advice regarding care and quarantine
- Stay home, or go 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 Campus Safety at 301-696-3548 to notify them you are going to Health Services as a precaution. They will notify the Residence Life Professional On-Call. Follow all instruction from this professional to be quarantined.
- Stay in your assigned college room for 14 days or until released by medical professional
- Maintain regular contact with medical professional
- Follow care instructions of medical professional
- Once symptoms have resolved, contact medical care professional for a return to classes release

Employee:

- Follow medical health professional's advice regarding care and quarantine
- 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 resolved, contact medical care professional for a return to work release
- Medical professional should send the return to work release to Meg Timmons, Benefits Manager, via 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 office space, classroom-setting and common areas used

If a student or an employee is required to self-isolate as advised by medical professional

- When asymptomatic for 72 hours or longer without the use of antipyretics, contact medical care professional for a return to work release
- Medical professional should send a return to classes to the student or a return to work release to Meg Timmons, Benefits Manager, via fax (301) 696-3880

Commuter Student

- Stay in touch 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
- Present documentation of medical release to return to campus and classes

Residential Student:

- Follow instruction from medical health professional's advice regarding care and self-isolation.
- Stay in your assigned college room for 14 days or until released by medical
- Call Campus Safety at 301-696-3548 to notify them you are going to Health Services as a precaution. They will notify the Residence Life Professional On-Call. Follow all instruction from this professional to be in self-isolation. Follow all instruction from this professional regarding self-isolation.

Employee

- Stay in touch with medical professional
- Follow care instructions of medical professional
- Once symptoms have resolved, 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 Vice President approves the request, the information is to be forwarded to Meg Timmons, Benefits Manager, at timmons@hood.edu.

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 office space, classroom-setting and common areas used

If a student or an employee has been advised by health care professional to quarantine at home/hospital based on a positive COVID-19 test or medical diagnosis

- When asymptomatic for 72 hours or longer without the use of antipyretics, contact medical care professional for a return to work release
- Medical professional should send a return to classes to the student or a return to work release to Meg Timmons, Benefits Manager, via fax (301) 696-3880

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 resolved, 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 Campus Safety at 301-696-3548 to notify them you are going to Health Services as a precaution. They will notify the Residence Life Professional On-Call. Follow all instruction from this professional to be quarantined.
- Stay in your assigned college room for 14 days or until released by medical professional
- Maintain regular contact with medical professional
- Follow care instructions of medical professional

- Once symptoms have resolved, 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 resolved, 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
- 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.

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 office space, classroom-setting and common areas used

If a student or an employee has a family member with COVID-19 with whom they have been in contact

Commuter Student:

- Stay home for 14 days and self-monitor 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 resolved, contact medical care professional for a return to campus and classes release

Residential Student:

- Call Campus Safety at 301-696-3548 to notify them you are going to Health Services as a precaution. They will notify the Residence Life Professional On-Call. Follow all instruction from this professional to be quarantined.
- 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 14 days 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, Benefits Manager, via 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 office space, classroom-setting and common areas used

Communication Example 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. If you would like to send a Get Well card, please drop off the stamped envelope with the employee's name to Human Resources for mailing.

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.