RCC COVID-19 Case Procedures

The following procedures for responding in cases where individuals have potentially been exposed to COVID-19 are based on CDC guidelines for institutions of higher education, with concern for public safety as the top priority. Knowledge and understanding of the COVID-19 virus continue to evolve, and these procedures will be updated as appropriate as more information becomes available.

I. <u>Student Procedure</u>

Students who have been sick with COVID-19 symptoms, tested positive for COVID-19, or have been potentially exposed to someone with COVID-19 are to be instructed to follow CDC guidance. RCC recognizes that individuals may have incidental occupational exposure to positive COVID-19 patients. The College does not view this as an exposure if the individual is wearing medically approved personal protection equipment (PPE).

The following actions are to be taken:

- Instructor:
    - The student's instructor is to report the case immediately to Caleb Rorrer the COVID-19 student case coordinator, <u>rorrerm8871@rockinghamcc.edu</u>, Tony Gunn, Associate Vice President Facilities and External Affairs, <u>gunnt@rockinghamcc.edu</u>, and appropriate division dean. The instructor will provide the coordinator and division dean with the student name, ID number, when the student last attended class, and any additional information.

- Student Case Coordinator:
    - Ask the student the following questions: Did you go anywhere on campus other than the building(s) in which your class/es is/are located?
        - What are your symptoms?
        - When were you last on campus?
        - Have you been tested for COVID-19?
        - What is the best contact number for you?
    - Instruct the student to stay home and follow the advice in Section III below, depending on the situation. Copy the appropriate instructor(s), department chair(s) and dean(s) on the communication.
    - Look up the student's course schedule to determine if he/she is enrolled in other credit and non-credit classes. Communicate the case to appropriate faculty, department chair(s)/program director(s), dean(s), and the Associate Vice President for Facilities and External Affairs, Tony Gunn.
    - Respond to inquiries about whether/when a student can return to class, keeping all appropriate personnel informed.
    - Notify Joy Chappell, Director of Human Resources.

- Division Dean
  - Communicate with the class(es) that an individual in the class(es) is experiencing symptoms of COVID-19, has been exposed to COVID-19 or has tested positive for COVID-19, and inform students of the status of their classes, copying the appropriate faculty, department chair(s), Caleb Rorrer, Tony Gunn, Joy Chappell, and the appropriate administrative assistant.
  - If the communication takes place in the class, it is to be followed up with an email.
  - Document decisions about status of classes.

- Associate Vice President for Facilities
  - Report the case to the Rockingham County Department of Health (or to the health department in the student's county of residence, if different), and
  - Arrange for potentially affected areas to be cleaned and disinfected. Dr. Gunn will work with the coordinator to determine if areas need to be closed and when activities can resume.

II. <u>Employee Procedure</u>

An employee who has been sick with COVID-19 symptoms, tested positive for COVID-19, or has been potentially exposed to someone with COVID-19 is to be instructed to follow CDC guidance to self-isolate or stay home. RCC recognizes that individuals may have incidental occupational exposure to positive COVID-19 patients. The College does not view this as an exposure if the individual is wearing medically approved personal protection equipment (PPE).

The following actions are to be taken:

- Employee's supervisor
  - Report the case immediately to:
    - Joy Chappell at <u>chappellj@rockinghamcc.edu</u> and Megan Bailey, Human Resources Specialist, at <u>baileym4990@rockinghamcc.edu</u>
    - Department chair/program director (where applicable)
    - Division dean

- Human Resources
  - Instruct the employee to stay home and follow the advice in Section III below, depending on the situation.
  - Ask the employee when s/he was last on campus, with whom s/he came in contact, and buildings s/he entered.
  - Inform supervisor, department chair/program director and division dean when employee can return.
  - Communicate possible exposure to potentially affected parties after consulting with Tony Gunn.

- Associate Vice President for Facilities and External Affairs
  - Report the case to the Rockingham County Department of Health (or to the health department in the student's county of residence, if different)
  - Arrange for potentially affected areas to be cleaned and disinfected
  - Work with appropriate individuals to determine if areas need to be closed and when activities can resume.

III. <u>Students/Employees Return to Campus</u>

The following five situations are provided as guidance for determining when students and employees can return to campus:

A. I think or know I had COVID-19, and I had symptoms

You can be with others after:
- 10 days since symptoms first appeared **and**
- 24 hours with no fever without the use of fever-reducing medications **and**
- Other symptoms of COVID-19 are improving*

  Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation

Most people do not require testing to decide when they can be around others; however, if your healthcare provider recommends testing, they will let you know when you can resume being around others based on your test results.

B. I tested positive for COVID-19 but had no symptoms

If you continue to have no symptoms, you can be with other people after:

- 10 days since you had a positive viral test

Most people do not require testing to decide when they can be around others; however, if your healthcare provider recommends testing, they will let you know when you can resume being around others based on your test results.
If you develop symptoms after testing positive, follow the guidance above for "I think or know I had COVID, and I had symptoms."

C. What if I was in close contact with someone who has been exposed to a confirmed COVID-19 patient?

If you are healthy and the exposed person you came into contact with did not have any symptoms, you do not have to get tested, self-isolate or take any special precautions. Exceptions may be made if you are part of a high-risk population, such as the elderly and those with diabetes, lung disease and heart conditions.

D. What if I received the COVID-19 vaccine?

Anyone who receives a COVID-19 vaccination may experience reactions to the vaccine similar to symptoms of COVID-19. Symptoms may include, but are not limited to, mild to moderate fever, fatigue, headache, chills, and joint pain. Symptoms typically last 2-3 days. Precaution should be taken if symptoms last longer as this may indicate exposure to COVID-19. In all cases, those who develop symptoms after receiving the vaccine should stay home until they have felt well for at least 24 hours, have no fever, and have had no unprotected exposure to COVID-19. If fever persists, or other symptoms of COVID-19 develop, CDC guidance will be applied and COVID-19 testing should be considered.

You are considered fully vaccinated if it has been 2 weeks since your final COVID-19 vaccination dose.

E. For Anyone Who Has Been Around a Person with COVID-19

<u>Persons who are unvaccinated</u> and have had close contact with someone with COVID-19 should stay home for 10 days without a test after their last exposure to that person and have no symptoms, or 7 days after their last exposure to that person, have no symptoms, and a negative test 5-7 days after exposure.

<u>Persons who are fully vaccinated</u> and have had close contact with someone with COVID-19 should get tested 3-5 days after the date of their exposure. If you develop symptoms of COVID-19 at any time after being fully vaccinated, you should stay home and consider getting tested before being around others again.

IV. <u>Steps to Take After COVID-19 Testing</u>

There are a number of reasons why you may be tested for COVID-19. It may be because you have COVID-19 symptoms, were a close contact of someone with COVID-19, are in a job or a population that may be at higher risk for exposure and suspect you may have been exposed to COVID-19; or are in a job or a population for which routine or repeat testing is recommended or required.

The information below will help you to determine what you should do while you are waiting for your test results, and what to do after your test results are available.

What do I do while I wait for my test results?

<u>For persons who are unvaccinated:</u>

If you have any COVID-19 symptoms, were tested because you were exposed to someone with COVID-19, or you suspect you may have been exposed to COVID-19, you should stay home and, as much as possible, avoid others in your household. In addition, if you were tested because you have COVID-19 symptoms, everyone in your household should stay at home as much as possible until your results are known.*20*

If you were tested for COVID-19 but have no symptoms and no known or suspected exposure to someone with COVID19 (for example, as part of a workplace screening program), you do not need to stay home while waiting for your results unless you are told to do so by your employer or by a public health official.

<u>For persons who are fully vaccinated:</u>

If you have any COVID-19 symptoms, you should stay home and, as much as possible, avoid others in your household. In addition, if you were tested because you have COVID-19 symptoms, everyone in your household should stay at home as much as possible until your results are known.

If you were tested because you were exposed to someone with COVID-19, or you suspect you may have been exposed to COVID-19, you do not need to stay home while waiting for your results unless you are told to do so by your employer or by a public health official.

If you were tested for COVID-19 but have no symptoms and no known or suspected exposure to someone with COVID19 (for example, as part of a workplace screening program), you do not need to stay home while waiting for your results unless you are told to do so by your employer or by a public health official.

What if my test is negative?

If you were tested because you have symptoms, you should stay home until you have no fever without the use of fever-reducing medicines, and you have felt well for at least 24 hours.

If you were tested because you have symptoms and a healthcare provider still thinks you have COVID-19, even with a negative test, you should stay home and, as much as possible, avoid others in your household until you can say yes to ALL three of the following questions:

- Has it been at least 10 days since you first had symptoms?
- Has it been at least 24 hours (1 day) since you have had a fever without using fever-reducing medicine?
- Have your other symptoms improved (such as coughing and shortness of breath)?

A test-based strategy is no longer recommended to discontinue isolation or precautions, and RCC does not require documentation of a negative test before allowing an employee to return.

If you were tested for another reason that is not because of a known or suspected contact with someone who tested positive for COVID-19 and have no symptoms, then you can resume your regular activities.

V. Cleaning/Disinfecting Procedures

The following protocol for cleaning and disinfecting a building or facility if someone is sick will be followed by RCC's Maintenance Department:
If there has been a sick person or someone who tested positive for COVID-19 in RCC's facilities within the last 24 hours, Maintenance will clean and disinfect the spaces they occupied.

- **Close off areas** used by the person who is sick and do not use those areas until after cleaning and disinfecting.
- **Wait as long as possible** (at least several hours) before you clean and disinfect.
- **Open doors and windows** and use fans or HVAC (heating, ventilation, and air conditioning) settings to increase air circulation in the area.
- **Use products from EPA list N** according to the instructions on the product label.
- **Wear a mask and gloves** while cleaning and disinfecting.
- **Focus on the immediate areas** occupied by the person who is sick or diagnosed with COVID-19 unless they have already been cleaned and disinfected
- **Vacuum** the space if needed. Use a vacuum equipped with high-efficiency particulate air (HEPA) filter and bags, if available. While vacuuming, temporarily

turn off in-room, window-mounted, or on-wall recirculation heating, ventilation, and air conditioning systems to avoid contamination of HVAC units.

- Do NOT deactivate central HVAC systems. These systems provide better filtration capabilities and introduce outdoor air into the areas that they serve.
- It is safe to **wash dirty laundry** from a person who is sick with COVID-19 with other people's items, if needed.
- Ensure **safe and correct use and storage** of cleaning and disinfectant products, including storing such products securely and using PPE needed for the cleaning and disinfection products.

If less than 24 hours have passed since the person who is sick or diagnosed with COVID-19 has been in the space, clean and disinfect the space.

If more than 24 hours have passed since the person who is sick or diagnosed with COVID-19 has been in the space, cleaning is enough. You may choose to also disinfect depending on certain conditions (high transmission of COVID-19 in the community, low vaccination rates in the community, infrequent use of other prevention measures such as mask wearing among unvaccinated people and hand hygiene, and if the space is occupied by people at increased risk for severe illness from COVID-19) or everyday practices required by RCC.

If more than 3 days have passed since the person who is sick or diagnosed with COVID-19 has been in the space, no additional cleaning (beyond regular cleaning practices) is needed.