South Texas College
COVID-19 FAQs
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**Student FAQs**

1. What course options will be available in fall 2021?
   a. Over 4,500 course options will be available for the fall 2021 semester.

2. How will classes be delivered this summer and fall?
   a. Classes will be delivered face-to-face, hybrid (face-to-face & online), and online.

3. What will be the hours of operation for the fall 2021 semester?
   a. Normal hours of College operations will be in place for the fall 2021 semester.

4. Will students be required to make appointments for on-campus services?
   a. No, students will not be required to make appointments for on-campus services.

5. Will faculty/staff offices be open this fall?
   a. Yes, faculty/staff offices will be open in the fall 2021 semester.

6. What will be the classroom sizes for the fall 2021 semester?
   a. Most classroom
   b. sizes will be 70% of the capacity for lecture classes in traditional sections.

7. What will be the classroom sizes for the fall 2021 semester for Dual Credit Students?
   a. Dual Credit classes will follow the ISD model, which is 25 students per section.

8. How will new student orientation take place?
   a. New student orientations (First Year Connection Orientation) will take place online and in person. In-person sessions will be held at the Pecan, Mid Valley, and Starr campus. Additional in-person orientations to be added pending demand. Students are directly notified through email about the orientations. Additional information can be found on the following link: [https://life.southtexascollege.edu/activities/fyc/](https://life.southtexascollege.edu/activities/fyc/)

9. Will face-to-face learning support services be available in the fall?
   a. In addition to continued online library and tutoring support services, STC students will have access to library facilities districtwide where they can research, study, and consult with librarians on their research projects. At libraries and open computer labs, students will have access to computer workstations equipped with the software they need to complete their assignments. Students will also have access to face-to-face tutoring and academic coaching at Centers for Learning Excellence locations. For details on library and learning support services, locations, and hours of service please consult [Library Services](https://life.southtexascollege.edu/services/library/), [Open Labs](https://life.southtexascollege.edu/services/open-labs/), and [Centers for Learning Excellence](https://life.southtexascollege.edu/services/centers-for-learning-excellence/) websites.

10. Will social distancing measures be followed in the classroom?
    a. Best efforts to maintain social distancing will be followed on campus.
11. Will I be required to take face-to-face classes?  
   a. No, most courses are offered both face-to-face and online.

12. Are students allowed on campus?  
   a. Yes, all campuses are fully opened.

13. Where can I see COVID-19 updates?  
   a. COVID-19 Updates can be viewed at https://www.southtexascollege.edu/coronavirus/uploads.html.

14. Will I need to perform a self-health screening?  
   a. Prior to arriving on campus, employees, students, and campus visitors on a daily basis will continue to screen themselves for new or worsening symptoms related to COVID-19 by using the COVID-19 Screening Symptom Checklist.  

15. Where can I go to get vaccinated?  
   a. For COVID-19 vaccine information, visit the Texas Department of State Health Services webpage at https://dshs.texas.gov/coronavirus/immunize/vaccine.aspx.

16. Will the COVID-19 vaccine be mandated for students to return to campus?  
   a. The College encourages but cannot require vaccinations.

17. Do I have to report to my instructor whether or not I have been vaccinated?  
   a. No. The College cannot require a student or employee to report having received the vaccine.

18. Will the cafeteria be open for the fall 2021 semester?  
   a. The number of students and employees on campus will be monitored to assess the demand for food services.

19. Can I pay for my classes in person?  
   a. Students can pay online (24/7) by logging into Jagnet. Students who wish to pay in person may do so at any of the College campuses. Questions about payments can be made via email to stc_cashiers@southtexascollege.edu or by phone at (956) 872-3455.

**Employee FAQs**
1. Will I be notified if someone in my office, workspace, suite has tested positive for COVID-19?  
   a. HR will inform an employee if they had close contact with a positive COVID-19 case. HR will not disclose the name of the employee diagnosed with COVID-19.  
2. May employees request COVID-19-related accommodations?
   a. Please discuss accommodation requests with your supervisor and email the Office of Human Resources Benefits staff at HR_Benefits@southtexascollege.edu or by phone at (956) 872-4448.

3. Are employees required to work from campus this fall?
   a. All employees are expected to return to work on campus unless the supervisor and appropriate Vice President have approved a telecommute agreement.
   b. Please reference the Telecommuting Procedures.

4. Where can I go to get vaccinated?
   a. For COVID-19 vaccine information, visit the Texas Department of State Health Services webpage at https://dshs.texas.gov/coronavirus/immunize/vaccine.aspx.

5. Is the Families First Coronavirus Response Act (FFCRA) still available for employees?
   a. No, the FFCRA expired on March 31, 2021.

6. Do I need to use my sick leave hours or vacation hours if I test positive for COVID-19 or have to quarantine or isolate due to close contact with a COVID-19 positive case?
   a. Yes, available sick leave hours and/or vacation leave hours will be used for the leave requested.
   c. If you quarantine or isolate, speak with your supervisor about the possibility of telecommuting.

7. Will the COVID-19 vaccine be mandated for employees?
   a. The College encourages but cannot require vaccinations.

8. Do I have to report to my supervisor whether or not I have been vaccinated?
   a. No. The College cannot require a student or employee to report having received the vaccine.

**Supervisors and Instructors FAQs**

1. If an employee or student exhibits symptoms of COVID-19, can they be asked to leave campus?
   a. As per Policy 4400: Employees With or Who Have Been Exposed to Communicable Diseases faculty and staff are responsible for reporting exposure to or symptoms of a communicable disease, including COVID-19, to the appropriate department.
   b. Yes, as per Policy 3680: Students With or Who Have Been Exposed to Communicable Diseases and Policy 4400: Employees With or Who Have Been Exposed to Communicable Diseases the College has the authority to restrict an employee or student from campus to ensure the well-being of all its faculty, staff, and students.
2. May I require my employees or students to wear a mask?
   a. As per Governor Abbott’s Executive Order, masks cannot be required on campus.
   b. Everyone is highly encouraged to wear a face mask over the nose and mouth while in indoor public areas such as classrooms, lobbies, computer labs, hallways, common areas, library, etc.

3. Does an employee or student need a medical note to return to class after being in isolation or quarantine due to COVID-19?
   a. There are several options to return to campus after being in isolation or quarantine due to COVID-19.

4. If an employee or student notifies their supervisor or instructor that they have been in close contact with a person diagnosed with COVID-19, can they stop quarantine if their COVID-19 test is negative?
   a. If you have been in close contact with someone who has COVID-19 (excluding if you are fully vaccinated or have had COVID-19 within the past three months), you may return to campus after day 7 after receiving a negative test result (test must occur on day 5 or later of close contact). People are considered fully vaccinated: 2 weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or 2 weeks after a single-dose vaccine, such as Johnson & Johnson’s Janssen vaccine

5. What happens if an employee contacts the supervisor and reports exposure to someone with confirmed COVID-19?
   a. If you have been in close contact with someone who has COVID-19 (excluding if you are fully vaccinated or have had COVID-19 within the past three months):
      • Do not come to campus. If already on campus, go home immediately.
      • Seek medical care, as needed.
      • Employees shall notify Human Resources Benefits staff and complete the following form Employee Communicable Disease Reporting Form
        o Depending on the circumstances, an employee may continue to work remotely if approved by the supervisor.
      • Faculty or staff who have been informed by a student, an employee, or another person of close contact with someone who has COVID-19 will notify the Office of Human Resources immediately. The Office of Human Resources will then notify the appropriate departments.
      • You may return to campus:
        o After day 10 without testing, or
        o After day 7 after receiving a negative test result (test must occur on day 5 or later of close contact), or
        o Provide a medical note clearing you to return due to a medical diagnosis unrelated to COVID-19.
It is recommended that fully vaccinated people who have come into close contact with someone with suspected or confirmed COVID-19 to be tested 3-5 days after exposure, and to wear a mask in public indoor settings for 14 days or until they receive a negative test result. Please contact the Human Resources Benefits staff if you decide to get tested.

• **People are considered fully vaccinated:**
  - 2 weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or
  - 2 weeks after a single-dose vaccine, such as Johnson & Johnson’s Janssen vaccine

Please reference the COVID-19 Campus Safety Protocols.

6. What do I do if an employee or student reports that they have symptoms of COVID-19 or have been in close contact with someone that tested positive for COVID-19?
   a. As per Policy 4400: Employees With or Who Have Been Exposed to Communicable Diseases faculty and staff are responsible for reporting exposure to or symptoms of a communicable disease, including COVID-19, to the appropriate department. For employees, immediately report a suspected or confirmed COVID-19 case to the Office of Human Resources by calling (956) 872-4448, emailing HR_Benefits@southtexascollege.edu, or completing the Employee Communicable Disease Reporting Form.
   b. As per Policy 3680: Students With or Who Have Been Exposed to Communicable Diseases, students experiencing coronavirus symptoms, or who have been exposed to someone with coronavirus must notify the Office of Counseling and Student Accessibility Services or completing the Student Communicable Disease Reporting Form.

Teaching Face-to-Face Courses

1. Can I remind students to screen themselves prior to attending class?
   a. Yes, faculty is encouraged to remind students to continue screening themselves for new or worsening symptoms related to COVID-19 by using the COVID-19 Screening Symptom Checklist. Students exhibiting new or worsening signs or symptoms of possible COVID-19, should not report to or access the campus.
   b. The COVID-19 Screening Symptom Checklist can be found at: https://www.southtexascollege.edu/emergency/pdf/daily-covid-19-screening-checklist.pdf

2. May I require my employees or students to wear a mask?
   a. As per Governor Abbott’s Executive Order, masks cannot be required on campus.
   b. Nevertheless, everyone is highly encouraged to wear a face mask over the nose and mouth while in indoor public areas such as classrooms, lobbies, computer labs, hallways, common areas, library, etc.
   c. Shuttle bus passengers will not be allowed to ride the bus without a mask. Face masks are still required on public transportation as part of a Federal Mandate based on Presidential Executive Order 13998.
3. Will social distancing measures be followed in the classroom?
   a. Best efforts to maintain social distancing will be followed on campus. Please reference the [COVID-19 Campus Safety Protocols](#).

4. Will I need to perform a COVID-19 self-health screening?

5. Will the COVID-19 vaccine be mandated for students to return to campus?
   a. The College encourages but cannot require vaccinations.

6. Do students have to report to their instructor whether or not I have been vaccinated?
   a. No. The College cannot require a student to report having received the vaccine.

7. Do I have to report to my supervisor whether or not I have been vaccinated?
   b. No. The College cannot require an employee to report having received the vaccine.

8. Will the COVID-19 vaccine be mandated for employees or students?
   a. The College encourages but cannot require vaccinations.

9. Are vaccination cards required?
   a. No. The College cannot require a student or employee to report having received the vaccine.

10. What should I do if I am exhibiting symptoms, have been in close contact with a person who has COVID-19, or have tested positive for COVID-19?
    a. Follow the [COVID-19 Campus Safety Protocols](#).

11. Does an employee or student need a medical note to return to class after being in isolation or quarantine due to COVID-19?
    a. There are several options to return to campus after being in isolation or quarantine due to COVID-19. Please reference the [COVID-19 Campus Safety Protocols](#).

12. Can an instructor ask a student in a face-to-face course to leave campus if the student is exhibiting symptoms or tested positive for COVID-19?
    a. As with other safety issues, any faculty or staff member may ask a student if they are feeling alright. It is important to remember that college employees are not to “pre-diagnose” or assume someone has any condition, including COVID19. However, to promote a safe and healthy environment for all, faculty and staff may encourage a student to seek medical attention. In severe cases, faculty and staff may seek guidance and/or help from our Department of Public Safety.

*Revised: August 16, 2021; July 27, 2021. Subject to change.*
13. Will the entire class be informed if a student in a face-to-face course tests positive for COVID-19?
   a. Yes, the class will be informed by email if the student tests positive in a face-to-face course. The instructor will need to provide the course name, section, and/or CRN number to the Office of Human Resources who will then relay this information to the Office Counseling and Student Accessibility Services to provide notification to students.
   b. Based on Policy 3680, faculty members or staff members who have been informed by students of exposure to coronavirus or who present symptoms of will notify the Office of Human Resources immediately. The Office of Human Resources will then notify the appropriate departments as deemed necessary.

14. Will the entire class quarantine if a student in a face-to-face course tests positive for COVID-19?
   a. No. Only the student who tested positive should quarantine. The instructor needs to offer the student who tested positive the flexibility to complete the coursework. The faculty member, in consultation with their Department Chair and Division Dean, will decide the appropriate course of action. In some cases, the course may be pivot to online instruction for a specified period of time.

15. How will an ISD be informed if a dual credit student, while on College campus, is diagnosed with or exhibiting symptoms of COVID-19?
   a. If the District provides transportation for a cohort of students, contact should be made with the Dean for Dual Credit Programs and/or Director of Dual Credit Pathways who will communicate with District Administration. The District will coordinate the pick-up of student(s) adhering to their districts’ COVID-19 procedures.
   b. If the student provides their own transportation to Campus, they must follow the COVID-19 Campus Safety Protocols.
   c. A Dual Credit Student who may have been exposed or has tested positive for a communicable disease, should complete the Student Communicable Disease Reporting Form.
   d. Contact Information:
      • Dr. Rebecca De Leon: (956) 872-2607 / rdeleon_8106@southtexascollege.edu
      • Antonio De La Cruz: (956) 872-2148 / adelacruz_4846@southtexascollege.edu

16. Subsequent to notifying an ISD of a dual student diagnosed with or exhibiting symptoms of COVID-19, will the dual student be removed from the class? Where will the student be relocated?
   a. Dual Credit students enrolled in sections at STC Campuses must follow the COVID-19 Campus Safety Protocols.
   b. If the District provides transportation for a cohort of students, contact should be made with the Dean for Dual Credit Programs and/or Director of Dual Credit Pathways who will communicate with District Administration. The District will coordinate the pick-up of student(s) adhering to their districts’ COVID-19 procedures. Student(s) will be relocated at the Campus’ designated pick-up/drop-off location.

c. If the course is held at a high school site, communication should occur immediately with the District Administration to adhere to the district’s COVID-19 procedures.

d. A Dual Credit Student who may have been exposed or has tested positive for a communicable disease, should complete the Student Communicable Disease Reporting Form.

e. Contact Information:
   - Dr. Rebecca De Leon: (956) 872-2607 / rdeleon_8106@southtexascollege.edu
   - Antonio De La Cruz: (956) 872-2148 / adelacruz_4846@southtexascollege.edu

17. What authority, if any, do instructors teaching a dual course at an ISD have regarding the enforcement of the College safety protocols?
   a. Because the course is taught at an ISD facility by an STC Faculty Member, there is a shared responsibility, and cooperation between the faculty member and the campus administrator is expected. Therefore, prior to first class day, faculty should contact the Campus Administrator at the assigned high school site to seek clarification on their district’s safety protocols. The Dean for Dual Credit Programs will provide Program Chairs and STC Faculty with a list of ISD Contact Information.

18. What should an instructor do if a student or employee informs them they have COVID-19 symptoms, have been in close contact with someone with COVID-19, or tested positive for COVID-19?
   a. Immediately report to Human Resources. Human Resources will notify the appropriate departments. Direct the student or employee to the complete the following reporting form:
      - Student Communicable Disease Reporting Form
      - Employee Communicable Disease Reporting Form

19. Are employees required to work from campus this fall?
   a. All employees are expected to return to work on campus unless the supervisor and appropriate Vice President have approved a telecommute agreement. Please reference the Telecommuting Procedures.

20. May employees request COVID-19-related accommodations?
   a. Please discuss accommodation requests with your supervisor and email the Office of Human Resources Benefits staff at HR_Benefits@southtexascollege.edu or by phone at (956) 872-4448.

**Telecommute FAQs**

1. Are employees permitted to telecommute?
   a. Employees may be permitted to telecommute if certain conditions are met. The employee must complete and submit a telecommute agreement with their supervisor.
   b. Please reference the Telecommuting Procedures.
Travel FAQs
1. Is the College permitting employees to travel for work-related functions?
   a. Yes, employees shall follow the College Travel Procedures LOCATED ON JAGNET. For questions regarding travel items, please send an email to TravelOffice@southtexsc.edu.

2. Am I required to quarantine after domestic or international travel?
   a. Review the CDC Travel webpage for domestic and international travel guidance.

Health and Safety for Employees and Students FAQs
1. What safety measures are in place for the College?
   a. The College continues to follow cleaning and disinfecting recommendations, including daily routine cleaning of high-touch surfaces and shared objects.

2. Are masks required to be worn while on campus?
   a. As per Governor Abbott’s Executive Order, masks cannot be required on campus.
   b. Everyone is highly encouraged to wear a face mask over the nose and mouth while in indoor public areas such as classrooms, lobbies, computer labs, hallways, common areas, library, etc.
   c. Shuttle bus passengers will not be allowed to ride the bus without a mask. Face masks are still required on public transportation as part of a Federal Mandate based on Presidential Executive Order 13998. This mask requirement is also being enforced by the Federal Transit Administration (FTA) and the Transportation Security Administration (TSA). This Federal Mandate supersedes any state mandates. For questions, please call the South Texas College Department of Public Safety at (956) 872-4444.

3. What are the COVID-19 symptoms?

4. How often should I self-screen for COVID-19 related symptoms?
   a. On a daily basis, prior to arriving on campus, employees and students must self-screen themselves for new or worsening symptoms related to COVID-19.

5. Where can I get tested for COVID-19?
   a. For COVID-19 testing information, visit the Texas Department of State Health Services webpage at https://dshs.texas.gov/coronavirus/testing.aspx.

6. What should I do if I test negative for COVID-19?

7. Are vaccination cards required?
   a. No. The College cannot require a student or employee to report having received the vaccine.
8. What does “close contact” mean?
   a. As per the CDC “What counts as close contact”:
      i. You were within 6 feet of someone who has COVID-19 for a total of 15 minutes or more.
      ii. You provided care at home to someone who is sick with COVID-19.
      iii. You had direct physical contact with the person (hugged or kissed them).
      iv. You shared eating or drinking utensils.
      v. They sneezed, coughed, or somehow got respiratory droplets on you.

9. When should I quarantine?
   a. Quarantine keeps someone who might have been exposed to the virus away from others.
   b. Follow the CDC Guidance on “Who needs to quarantine?”.

10. When should I isolate?
    a. Isolation is used to separate people infected with COVID-19 from those who are not infected.
    b. Follow the CDC Guidance on “Who needs to isolate?”.

11. Will all employees be required to work from campus?
    a. All employees are expected to return to work on campus unless the supervisor and appropriate Vice President have approved a telecommute agreement.
    b. Please reference the Telecommuting Procedures.

12. If I exhibit symptoms, been in close contact with someone who has COVID-19, or test positive – when may I return to campus?
   a. If you have tested positive or been diagnosed with COVID-19:
      • Do not come to campus. If already on campus, go home immediately.
      • Seek medical care, as needed.
      • Employees shall notify Human Resources Benefits staff and complete the following form Employee Communicable Disease Reporting Form
          • Depending on the circumstances, an employee may continue to work remotely if approved by the supervisor.
      • Students shall notify Counseling and Student Accessibility Services and complete the following form Student Communicable Disease Reporting Form
          • Depending on the circumstances, a student may continue with the course if approved by the instructor.
      • Faculty or staff who have been informed by a student, an employee, or another person of positive diagnosis of COVID-19 will notify the Office of Human Resources immediately. The Office of Human Resources will then notify the appropriate departments.
• You may return to campus after:
  o 10 days since symptoms first appear, and 24 hours without a fever (without using any fever-reducing medications), and other symptoms of COVID-19 are improving (if you had symptoms).
  o 10 days have passed since the date you had your positive test (if you had no symptoms).

b. If you exhibit any symptoms of COVID-19, regardless of vaccination status:
• Do not come to campus. If already on campus, go home immediately.
• Seek medical care, as needed.
• Employees shall notify Human Resources Benefits staff and complete the following form Employee Communicable Disease Reporting Form
  o Depending on the circumstances, an employee may continue to work remotely if approved by the supervisor.
• Students shall notify Counseling and Student Accessibility Services and complete the following form Student Communicable Disease Reporting Form
  o Depending on the circumstances, a student may continue with the course if approved by the instructor.
• Faculty or staff who have been informed by a student, an employee, or another person of exhibiting COVID-19 symptoms will notify the Office of Human Resources immediately. The Office of Human Resources will then notify the appropriate departments.
• You may return to campus after:
  o 10 days since symptoms first appear, and 24 hours without a fever (without using any fever-reducing medications), and other symptoms of COVID-19 are improving, or
  o A negative test result, or
  o Provide a medical note clearing you to return due to a medical diagnosis unrelated to COVID-19.

c. If you have been in close contact with someone who has COVID-19 (excluding if you are fully vaccinated\(^1\) or have had COVID-19 within the past three months):
• Do not come to campus. If already on campus, go home immediately.
• Seek medical care, as needed.
• Employees shall notify Human Resources Benefits staff and complete the following form Employee Communicable Disease Reporting Form
  o Depending on the circumstances, an employee may continue to work remotely if approved by the supervisor.
• Students shall notify Counseling and Student Accessibility Services and complete the following form Student Communicable Disease Reporting Form
  o Depending on the circumstances, a student may continue with the course if approved by the instructor.
• Faculty or staff who have been informed by a student, an employee, or another person of close contact with someone who has COVID-19 will notify the Office of Human Resources immediately. The Office of Human Resources will then notify the appropriate departments.
• You may return to campus:
  o After day 10 without testing, or
  o After day 7 after receiving a negative test result (test must occur on day 5 or later of close contact), or
  o Provide a medical note clearing you to return due to a medical diagnosis unrelated to COVID-19.
• It is recommended that fully vaccinated people who have come into close contact with someone with suspected or confirmed COVID-19 to be tested 3-5 days after exposure, and to wear a mask in public indoor settings for 14 days or until they receive a negative test result. Please contact the Human Resources Benefits staff if you decide to get tested.
• People are considered fully vaccinated:
  o 2 weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or
  o 2 weeks after a single-dose vaccine, such as Johnson & Johnson’s Janssen vaccine

Disinfecting and Cleaning Practices FAQs
1. Are offices, workspaces, classrooms, etc., disinfected and cleaned?
   a. The College continues to follow cleaning and disinfecting recommendations, including daily routine cleaning of high-touch surfaces and shared objects.

2. Where can disinfecting supplies be requested?
   a. Please contact Facilities Operations and Maintenance for disinfecting supplies.

3. Are offices and classrooms cleaned after a positive case?
   a. After a positive case is identified, Custodial Support Services is notified to disinfect the appropriate area(s).