

# COVID-19 Employee Procedures

The health and safety of South Texas College faculty, staff, and students is of primary importance to us. We have been continuously monitoring the COVID-19 situation to be able to proactively provide faculty, staff, and students with as much information as possible in partnership with local health authorities.

## 1. Responding to COVID-19 Risks

Employees who pose a risk of infecting other employees or students with COVID-19 will not be permitted to remain at the worksite at any College campus or building, and will not be permitted to return to work on-site until the employee no longer poses a risk of infecting other employees or students.

It is the responsibility of each employee to immediately report a suspected or confirmed COVID-19 case to the Office of Human Resources by calling 956-872-4448 or sending an email to [HR\\_Benefits@southtexascollege.edu](mailto:HR_Benefits@southtexascollege.edu).

### 1a. Daily COVID-19 Screening Checklist

Prior to arriving to campus, employees must, on a daily basis, screen themselves by using the COVID-19 Screening Checklist. This screening checklist is to comply with the Governor's Report to Open Texas. If you are exhibiting new or worsening signs or symptoms of possible COVID-19, as listed below, please DO NOT report to or access campus.

If the employee experiences any of the signs or symptoms of COVID-19, please notify the Office of Human Resources ([HR\\_Benefits@southtexascollege.edu](mailto:HR_Benefits@southtexascollege.edu)) and should notify their healthcare provider. Some COVID-19 symptoms are the following:

- Cough
- Fever
- Chills
- Shortness of breath or difficulty breathing
- Muscle or body aches
- Sore throat
- New loss of taste or smell
- Diarrhea
- Headache
- Fatigue
- Nausea or vomiting
- Congestion or runny nose
- Known contact with lab-confirmed person with COVID-19

*Employees are expected to follow state and county orders, Texas Department of State Health Services, and CDC guidance.*

Revised as of June 16, 2021; subject to change.

Please note that the list does not include all possible symptoms. CDC updates this list as more is learned about COVID-19. Link to CDC: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

The checklist is available at <https://www.southtexascollege.edu/emergency/pdf/daily-covid-19-screening-checklist.pdf>.

**1b. An employee will be deemed to pose a risk of infecting other employees or students if the employee:**

- is infected with COVID-19 as determined by a written medical diagnosis from a licensed physician or confirmed by a positive result of a COVID-19 test administered on the employee; or
- is awaiting results of a COVID-19 test administered on the employee; or
- if an employee self-reports or if a public health authority, through contact tracing, suspects that the employee has been in “close contact” (within six feet for more than fifteen minutes) with a person who is infected with COVID or with a person who is suspected by a public health authority to be infected with COVID; or
- is subject to an order of quarantine or isolation issued by a public health authority; or
- reports that he/she suspects being infected with COVID-19; or
- exhibits any one or combination of the following symptoms:
  - Cough
  - Fever
  - Chills
  - Shortness of breath or difficulty breathing
  - Muscle or body aches
  - Sore throat
  - New loss of taste or smell
  - Diarrhea
  - Headache
  - Fatigue
  - Nausea or vomiting
  - Congestion or runny nose
  - Known contact with lab-confirmed person with COVID-19

Please note that the list does not include all possible symptoms. CDC updates this list as more is learned about COVID-19. Link to CDC: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

**1c. An employee will be deemed as no longer posing a risk of infecting other employees or students and permitted to return to the worksite if the employee:**

- is no longer infected with COVID-19 based on a written medical opinion from a licensed physician that is dated within three (3) calendar days of the employee's attempted return to work; or
- presents a negative result of a COVID-19 test administered on the employee if the lag time between the test being administered and the result being provided to the employee is not more than 96 hours, and the employee presents the result within two (2) business days of having received it and; or
- the employee must have has been released from the restrictions of any quarantine or isolation order, if any, issued by a public health authority
- if any other member of the employee's household has tested positive and/or has symptoms related to COVID-19, the employee must continue to isolate until the last household member meets release criteria.

Employee must submit doctor's clearance or a negative COVID-19 test to [HR\\_Benefits@southtexascollege.edu](mailto:HR_Benefits@southtexascollege.edu) for authorization to return to work. Further, the employee will be asked the following questions:

- Do you have any symptoms?
- Have you had exposure to anyone that tested positive for COVID-19 after receiving the clearance or negative test results?

If the employee responds no to both questions, the employee will be authorized to return to work. If the employee responds yes to one of the questions, the employee will not be cleared to return to work and employee will have to provide a doctor's clearance or negative COVID-19 test to [HR\\_Benefits@southtexascollege.edu](mailto:HR_Benefits@southtexascollege.edu) for review and follow-up.

**1d. COVID-19 Vaccine**

**Have You Been Fully Vaccinated? People are considered fully vaccinated:**

- 2 weeks after their second dose in a 2-dose series, like the Pfizer or Moderna vaccines, or
- 2 weeks after a single-dose vaccine, like Johnson & Johnson's Janssen vaccine

**If it has been less than 2 weeks since your shot, or if you still need to get your second dose, you are NOT fully protected. Keep taking all prevention steps until you are fully vaccinated.**

Fully vaccinated employees with an exposure to someone with suspected or confirmed COVID-19 are not required to get tested or quarantine unless the employee has symptoms.

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For more information, visit the CDC website at: <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html>.

## 2. Employee recently had close contact with a person confirmed with COVID-19 or with a person that is awaiting COVID-19 test results

1. employee notifies HR ([HR\\_Benefits@southtexascollege.edu](mailto:HR_Benefits@southtexascollege.edu)). The employee will not be permitted to remain at the worksite at any College campus or building and will not be permitted to return to work on-site until:
  - Refer to [section 1c and 1d](#).
2. HR will contact the employee's supervisor to inform them of the situation. The supervisor will determine if work from home is possible.
  - Employee schedule changes, course delivery, etc., could be changed at the discretion of the supervisor and the chain of command.
  - Inform supervisor of procedures if employee is to continue working from home.
3. HR Benefits will provide information on FFCRA leave, virtual doctor visit, and return to work procedures.
4. HR will contact the Director of Facilities Operations and Maintenance and Assistant Director of Custodial Support Services to disinfect employee's work areas and other areas as identified.
5. Employee must submit doctor's clearance or a negative COVID-19 test to [HR\\_Benefits@southtexascollege.edu](mailto:HR_Benefits@southtexascollege.edu) for authorization to return to work on-site.

## 3. Employee experiencing symptoms of COVID-19 or the employee is awaiting test results for COVID-19

1. Employee notifies HR ([HR\\_Benefits@southtexascollege.edu](mailto:HR_Benefits@southtexascollege.edu)). The employee will not be permitted to remain at the worksite at any College campus or building and will not be permitted to return to work on-site until:
  - Refer to [section 1c](#).
2. HR will contact employee's supervisor to inform them of the situation. The supervisor will determine if work from home is possible.
  - Employee schedule changes, course delivery, etc., could be changed at the discretion of the supervisor and the chain of command.
  - Inform supervisor of procedures if employee is to continue working from home.
3. HR Benefits will provide information on FFCRA leave, virtual doctor visit, and return to work procedures.
4. HR will contact the Director of Facilities Operations and Maintenance and Assistant Director of Custodial Support Services to disinfect employee's work areas and other areas as identified.
5. Employee must submit doctor's clearance or a negative COVID-19 test to [HR\\_Benefits@southtexascollege.edu](mailto:HR_Benefits@southtexascollege.edu) for authorization to return to work on-site.

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## 4. Employee is diagnosed with COVID-19 or someone in the household has tested positive

1. Employee notifies HR ([HR\\_Benefits@southtexascollege.edu](mailto:HR_Benefits@southtexascollege.edu)). The employee will not be permitted to remain at the worksite at any College campus or building, and will not be permitted to return to work on-site until:
  - Refer to [section 1c](#).
2. Employee is asked which individuals the employee had direct contact, was near them, or entered the area in which the employee is located for the last two days the employee was on campus. If the last date on campus is past the fourteen (14) days, the employee will not be asked to provide this information.
  - Please note that HR will contact only the employees that had direct contact with the positive COVID-19 case.
  - HR and/or supervisor will not disclose the name of the employee diagnosed with COVID-19.
3. HR will contact employee's supervisor to inform of situation and supervisor will determine if work from home is possible.
  - Employee schedule changes, course delivery, etc. could be changed at the discretion of the supervisor and the chain of command.
  - Inform supervisor of procedures if employee is to continue working from home.
4. HR Benefits will provide information on FFCRA leave, virtual doctor visit, and return to work procedures.
5. HR will contact the Director of Facilities Operations and Maintenance and Assistant Director of Custodial Support Services to disinfect employee's work areas and other areas as identified.
6. Notification to other employees is dependent on factors including, but not limited to duration, exposure, shared office space to identify employees that have direct contact with affected employee and will be sent home and must follow line item 1. ***Incidents involving students will be referred to the Counseling and Disability Services.***
7. Employee must submit doctor's clearance or a negative COVID-19 test to [HR\\_Benefits@southtexascollege.edu](mailto:HR_Benefits@southtexascollege.edu) for authorization to return to work on-site.