

NOTICE TO EMPLOYEES: COVID-19 PROTOCOLS SPRING 2022

Daily Self-Assessment is Mandatory for Entry to Campus

Use the [Delgado Pre-Screening App](#) or QR Code daily to receive clearance (Delgado Health Pass) before arriving on campus (see right). This action continues to be mandatory for faculty, staff, students, and visitors as it provides a built-in, immediate process for responding to potential exposures for our College community.



Face Coverings

Face coverings are mandatory indoors. Mask stations will be available at the entrance of every building at every campus/site if you need a mask.

Classrooms

All classes will be virtual, or online, from January 15 - 30, 2022, with the exception of clinicals, labs, and other hands-on courses that cannot be completed virtually. After January 30, faculty teaching in-person class sections with 30 or more enrolled students may opt for a hybrid format where 50% of the students are in the classroom each day during peak infection periods. However, when infection rates decline significantly classes can resume to full occupancy. KN95/N95 masks are available in division offices and plexiglass shields are being installed in classrooms per guidance of deans.

The Following Guidelines Are Mandatory for Employees on Campus

- **Stay home if you are sick and notify your supervisor.**
- Use the [Delgado Pre-Screening App](#) or QR Code) before arriving on campus.
- As mandated, facial coverings are required and must be worn upon entering and leaving all Delgado facilities. They must also be worn in halls, walkways, stairwells, elevators, break rooms, meeting rooms and restrooms. The facial covering should fully cover the mouth/nose area and may not contain inappropriate images or text that may be offensive to others. Additionally, KN95/N95 masks are available to our faculty and staff as needed.
- Only *two individuals* in elevators and restrooms at a time.
- Report directly to *your work location and limit movement* to other locations for work activities.
- As a courtesy, do not enter a co-worker's workspace *without permission*.
- *Allow virtual meeting options* for all participants.
- *Practice good hygiene*, including covering your mouth when coughing or sneezing, using hand sanitizer stations when entering common areas, and washing your hands multiple times a day.

Cleaning

- We will continue to operate using the increased cleaning protocols recommended by the CDC to ensure that all campus buildings are cleaned and disinfected consistently with that guidance.
- Restrooms, elevator buttons, and ATMs will be cleaned and sanitized four times per day. Stair railings will be cleaned twice per day. Computers and other workspaces used by students should be wiped down by the student before and after use. Offices, hallways, and entrances will be cleaned daily.
- Classrooms will be cleaned throughout the day.
- Fogging systems will be used for additional sanitation, when necessary.

HVAC and Ventilation

Our HVAC and Ventilation systems have been equipped with an Ultraviolet Germicidal Irradiation System (UVGI). UVGI lights are engineered to target

and eradicate very specific types of airborne contaminants, specifically bacteria, viruses (COVID), and airborne microbes. Also, portable HEPA air purifiers will be strategically placed throughout all campuses and sites.

Events

All on campus indoor events are cancelled until further notice and there are to be no large gatherings or congregating indoors.

Information on testing sites and vaccination sites can be found on the [Delgado Cares webpage](#).

Quick Instructions for Employee Reporting COVID-19 Exposure

1. Complete the Delgado Health Pass (If admission to the campus is denied, contact Natasha Wedley, nwedle@dcc.edu.)
2. Be prepared to answer questions from Human Resources.
3. Follow the instructions provided by Human Resources.

COVID -19 Scenario Protocols For Employees

During the following scenarios, unless otherwise unable due to COVID-19 symptoms, faculty and staff are expected to address their workload requirements with their supervisor in coordination with the Office of Human Resources (504-762-3003). Additionally, all faculty and staff are to monitor their Delgado email account and the Delgado website for ongoing updates. Any questions regarding the following scenarios and processes relative to COVID-19 are to contact the Office of Human Resources via email at nwedle@dcc.edu or by phone at 504-762-3003.

SCENARIO 1 - Confirmed Case of COVID-19

If employees have received positive COVID-19 test results and have become mildly or moderately ill due to the virus but did not require hospitalization the following will occur:

- Employees should contact Human Resources and their supervisor.
- Human Resources and supervisor will begin as much contact tracing as possible.
- Human Resources and supervisor will contact Facilities.
- Cleaning protocol will be decided and administered. Please see Delgado's Cleaning Protocol.
- Employee is encouraged to contact healthcare provider.

Employees can return to campus after meeting all the following conditions:

- At least 5 days have passed since symptoms first appeared.
- No fever (temperature less than 100.4) for a minimum of 24 hours without the use of any fever-reducing medicines like aspirin, acetaminophen or ibuprofen.
- Their respiratory symptoms have improved.
- They exhibit no other symptoms of COVID-19.
- They must wear a mask or other covering of their nose and mouth to limit exposure.
- Faculty and staff must contact Human Resources to address the requirements to return to campus by emailing nwedle@dcc.edu.
- Employees should contact their supervisor.
- Human Resources will also notify supervisor.

SCENARIO 2 - Employees Experiencing Symptoms or in Close Contact with Someone Infected with Covid-19

If employees have reported having been in **close contact** with someone infected with COVID-19 **as defined by the CDC** [a] being within approximately six feet of a COVID-19 case for a prolonged period of time; close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with a COVID-19 case OR b) having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed or sneezed on)] the following will occur:

- Employees should contact Human Resources and their supervisor.
- Human Resources and supervisor will begin as much as possible contact tracing as possible
- Human Resources and supervisor will contact Facilities.
- Cleaning protocol will be decided and administered. Please see Delgado's Cleaning Protocol.
- Employees are encouraged to contact healthcare provider.

Employees can return to campus after meeting all the following conditions:

- All persons vaccinated or unvaccinated should take a COVID-19 test immediately after a known or suspected exposure to COVID-19.
- If you are fully vaccinated, as advised by the Governor per current Center for Disease Control (CDC) and LDH guidelines, you are not required to quarantine; however, in an abundance of caution, the College requires you to quarantine while waiting for your test results. If you are not fully vaccinated, you are required to quarantine immediately following exposure.
- Regardless of vaccination status, you are expected to take a COVID-19 test immediately and monitor your symptoms, and get retested within 5 days following exposure.
- If you have had no symptoms and receive negative test results from a test taken 5 days following exposure, please notify Natasha Wedley of Human Resources at nwedle@dcc.edu for your clearance to return to work.

If you are exhibiting symptoms and/or have received positive test results, please isolate* immediately and contact Natasha Wedley of Human Resources at nwedle@dcc.edu to discuss the requirements for your clearance to return to work.

**Note: Isolation for those who test positive for COVID-19 typically consists of:*

- If symptomatic, at least 5 days since symptoms first appeared, symptoms are improving, and at least 24 hours with no fever without fever-reducing medication.
- If asymptomatic but with a positive test, 5 days from the time the test sample was collected.

COVID-19 Frequently Asked Questions (Subject to Change)

LEAVE

Q: May employees use annual leave, sick leave, or other type of leave to avoid working?

A: Delgado employees requesting leave other than COVID-19 related issues should follow the established leave process.

Q: Is the COVID-19 virus an FMLA qualifying condition and will an employee be able to use FMLA Leave?

A: FMLA Leave may be available in relation to an employee's illness or the illness of a qualifying family member. Please refer the employees to Human Resources so that we may assess the employee need.

Q: How do employees enter their COVID-19 leave on their timesheet?

A: Employees would enter it as regular sick leave on their timesheet. Human Resources, in coordination with Payroll, will make the appropriate adjustment on the employee's timesheet who has been approved for the leave.

Q: Who do I contact if an employee may qualify for the COVID-9 leave?

A: Please refer the employee to Human Resources.

Q: What should I do if my employee has a child in a school or with a childcare provider that is closed due to COVID-19 and they need to be absent from work?

A: Please refer employees to Human Resources as they may qualify under the expanded family medical leave.

ILLNESS

Q: If employees indicate they have symptoms of COVID-19 or a confirmed case of the COVID-19 virus, may they work remotely?

A: Human Resources must be notified of all employees who may have or exhibit symptoms of COVID-19, and HR will work with management to coordinate, if this is possible.

Q: If employees begin to experience symptoms of COVID-19 while at work, what should I do?

A: Refer the employees to Human Resources immediately and send the employees to seek medical attention. The supervisor/manager should notify Human Resources and Facilities.

Q: If employees state that they have a medical condition that prevents them from returning to work, what should I do?

A: Refer the employees to Human Resources, as the employees may qualify for the Expanded FMLA. The supervisor/manager should notify Human Resources immediately.

Q: If employees state they were fine when they arrived at work, but since then are beginning to feel ill, what should I do?

A: Human Resources must be notified of all employees who state this. The employees will be informed that they need to seek medical attention immediately and provide HR with their medical documentation. Further conversation with employee will continue to navigate the process of returning the employee back to work, when cleared. The employee's timesheet is to be coded as sick time, until a final determination of COVID-19 is made.

SAFETY

Q: If employees ask questions and show concern about the depth of cleaning that has taken place in their work area, what should I do?

A: The supervisor/manager should contact Facilities to receive clarification of the most recent cleaning of the work area.

Q: If employees inquire about designated areas to avoid and what has been labeled as safe, what should I do?

A: The supervisor/manager should work with Building Services/Custodial to ensure that the area has been cleaned according CDC and Department of Health guidelines.