

COVID-19 Update Plan for Employees

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COLLEGE OF THE
ALBEMARLE

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Guiding Principles

In order to promote a safe working environment for employees during the COVID-19 pandemic, College of The Albemarle has created COVID-19 Re-Entry standards. The Plan follows federal health and safety guidelines in conjunction with guidance from state and local governments. College of The Albemarle is focused on the safety of our students, employees and visitors and will revise this guide as necessary to reflect the most current plans.

Employees are required to review this document frequently, and as email notifications are sent, for updates and revisions.





Return to the Workplace

Workplace Expectations & Guidelines

For your safety and for the safety of all, every employee is expected to fully comply with the college's COVID-19-related policies, procedures, and protocols, as well as the guidelines outlined in this document.

Prior to Returning to Work

Due to the nature of COVID-19, it is inherently difficult to identify a specific set of symptoms that are associated with the virus. As such, it is imperative that every employee monitor their own health daily. If you are experiencing COVID like symptoms, but have received a negative test result & alternative diagnosis, you will need to provide return to work documentation from your health care provider prior to reporting back to campus.

If employees identify any change in their own health, they should use the [Check My Symptoms](#) link provided by the North Carolina Department of Health and Human Services.

- **Symptoms to be aware of:** 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 may have COVID-19:

- | | |
|---|----------------------------|
| • Cough | • Headache |
| • Shortness of breath or difficulty breathing | • Sore throat |
| • Fever or Chills | • Fatigue |
| • Muscle or body aches | • Congestion or runny nose |
| • New loss of taste or smell | • Nausea or vomiting |
| • Diarrhea | |

This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19.

[CDC COVID-19 Guidance \(updated 8/11/2022\)](#)

- **Employees with COVID-19** (POSITIVE test result - regardless of vaccination status) should isolate for 5 days and if they are asymptomatic or their symptoms are resolving (without fever for 24 hours), follow that by 5 days of wearing a high-quality mask when around others to minimize the risk of infecting those they encounter.
- **Employees who are exposed** (regardless of vaccination status) should wear a high-quality mask for 10 days and test on day 5 if possible.

Testing is available at COA-Elizabeth City. Please email Robin Harris to set up an appointment.

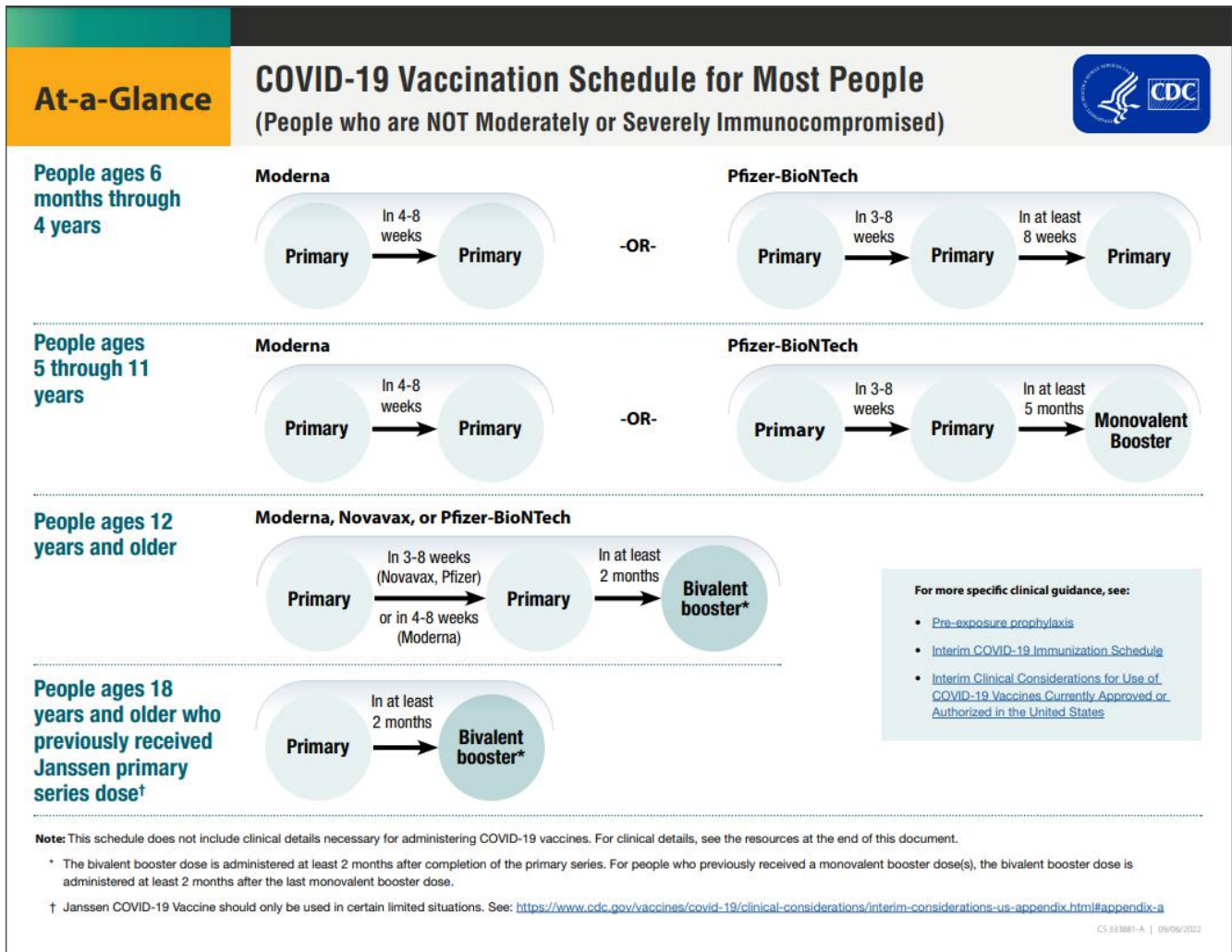
Definitions:

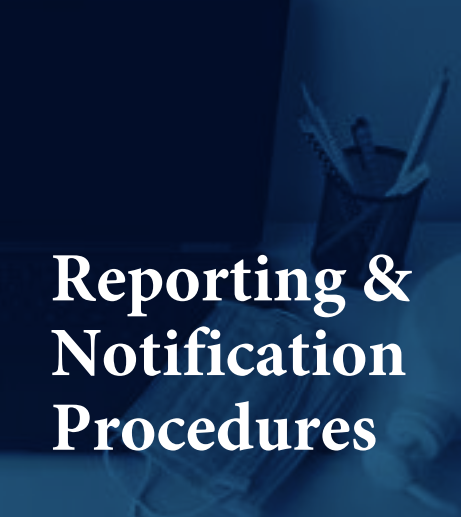
- Exposure refers to contact with someone infected with SARS-CoV-2, the virus that causes COVID-19, in a way that increases the likelihood of getting infected with the virus.
- Isolation relates to behavior after a confirmed infection. Isolation for 5 days followed by wearing a well-fitting mask will minimize the risk of spreading the virus to others.
- Quarantine refers to the time following exposure to the virus or close contact with someone known to have COVID-19.

If employees are feeling ill they should stay home! In no instance should an employee report to work if they are actively running a fever. Employees are encouraged to talk with a doctor before returning to campus.



COVID Vaccine Schedule Guidance (updated 9/06/2022)





Reporting & Notification Procedures

Reporting will be captured in the College's incident reporting module: [MAXIENT](#). Please visit [this page](#) for additional information on reporting.



When a positive case of COVID-19 has been reported to Human Resources via Maxient, the following will occur:

- The employee will receive an email or phone call of acknowledgment from Human Resources to discuss their specific situation. The HR office will maintain the privacy of any health information gathered related to an employee's medical condition or their symptoms,'and any such documentation will be kept in a private health folder with limited access by only HR staff.
- The employee will be advised that his/her self-disclosure is appreciated, that he/she will not be discriminated or retaliated against because of the diagnosis and that, while information about the diagnosis may be shared with others, the employee will not be identified by name.
- The employee's supervisor will be reminded to maintain the confidentiality of any such report so as to avoid any potential violation of the Americans with Disabilities Act (ADA) or the Health Insurance Portability and Accountability Act (HIPAA).
- When the employee and Director of Human Resources have identified the areas within the workplace that the employee had frequented during the incubation period, as well as co-workers they may have been in close contact with during the incubation period, Human Resources will ensure:
 - Areas within the workplace that the infected employee frequented will be closed off (24 hours) and disinfected in accordance with CDC guidelines.
 - Each co-worker that has been identified as a close contact by the infected employee will be asked to follow the quarantine guidance as it applies to their vaccination status.
- HR will address the affected employee and any potential affected co-workers leave and/or telework options if available.
- Supervisors will be provided with the range of dates the employee will be absent and are encouraged to work out a telework schedule if the position allows.
- Employee will not be permitted to return to work until he/she has been free of symptoms for 24 hours (without the use of fever-reducing medication) and 5 days have passed since a positive test result or cleared by a physician.

Health & Safety Guidance

COA's Preventive Strategies for Personal Safety Practices

Type and Intended Use of Face Coverings Masks

Cloth Face Covering



Home-made or commercially manufactured face coverings that are washable and help contain wearer's respiratory emissions.

Intended Use: Required for campus community use in non-healthcare settings (office spaces, general research/work settings, shops, community areas where 6' social distancing cannot be consistently maintained. Must be washed daily. (While likely necessary for ingress and egress, and public spaces, not required when working alone in an office).

Disposable Mask



Commercially manufactured masks that help contain wearer's respiratory emissions.

Intended Use: Required for campus community use in non-healthcare settings (office spaces, general research/work settings, shops, community areas where 6' social distancing cannot be consistently maintained. Must be replaced daily. (While likely necessary for ingress and egress, and public spaces, not required when working alone in an office).

Medical-Grade Surgical Mask



FDA-approved masks to protect the wearer from large droplets and splashes; helps contain wearer's respiratory emissions.

Intended Use: These masks are reserved for healthcare workers and other approved areas with task-specific hazards.

N95 Respirator*



Provide effective respiratory protection from airborne particles and aerosols; helps contain wearer's respiratory emissions.

Intended Use: These masks are reserved for healthcare workers and other approved areas with task-specific hazards.



Important ways to make sure your mask works the best it can:

- Make sure your mask fits snugly against your face. Gaps can let air with respiratory droplets leak in and out around the edges of the mask.
- Pick a mask with layers to keep your respiratory droplets in and others' out. A mask with layers will stop more respiratory droplets getting inside your mask or escaping from your mask if you are sick.

Preventative Strategies continued:

- Wash your hands frequently, and for at least 20 seconds with soap and water.
- Employees should disinfect their personal workstations at the start and end of the workday.
 - All shared equipment and collaboration tools and technology (touchpads, conference phones, laptop plug-ins, etc.) and similar equipment should be cleaned by employees after each use.
 - Please adhere to the best practices guide for cleaning electronics.
 - Submit a ticket request to Campus Facility for needed cleaning supplies.
- Please stay home or go home if you are sick and notify your supervisor and HR.
- Cover your nose and mouth when sneezing or coughing.
- Replace handshakes with head nods and waves.
- Avoid using other employees' phones, desk, offices or other work tools and equipment, when possible.
- Call, email, message, or video conference as much as possible rather than meet face-to-face.
- Be conscious and understanding of your co-workers who may be dealing with child care issues, illness or loss of loved ones, and other concerns.
- Be kind. Understand that this is a stressful time for everyone, and an extra bit of kindness right now can go a long way.
- Follow all COA's policies, new protocols and practices.

College of The Albemarle CARES

We are committed to supporting your overall health and well-being. Our College of The Albemarle PLT members are here to assist you. Please direct your requests and questions to coa_hr@albemarle.edu.



Mental & Emotional Well-being

New Employee Assistance Program Services

The College has recently contracted with the McLaughlin Group to provide EAP services for all full-time employees. Should you need assistance from professional counselors with personal or work-related challenges, the Employee Assistance Program (EAP) is just a phone call away.



- EAP is COA's sponsored benefit that offers employees support and resources to address personal or work-related challenges and concerns.
- EAP can help employees who have never needed support deal with the uncertainty of increased anxiety and isolation this pandemic has brought. EAP can help employees maintain perspective.
- EAP can assist our employees with managing stress while dealing with home schooling and caring for sick and elderly parents or other family members.
- It's confidential and free to you and your household family members. Employees are encouraged to use the short-term services of EAP as a check-in with a trained listener who can help to provide you with an ear to be able to feel reconnected and understand the normal and natural reactions that you may be experiencing.
- EAP can help those employees who are experiencing strong reactions to the pandemic or who already have symptoms of depression or anxiety. EAP counselors can provide methods for coping and referrals when needed to longer term counselors or psychiatrists who are covered by our health insurance. Employees will be able to obtain longer term counseling, if required.
- EAP resources are also available at www.mygroup.com then click on My portal Login 24/7/365 or by calling 800-633-3353.

Examples of concerns that the EAP addresses include:

- Family and relationship issues
- Depression and anxiety
- Resilience and coping skills
- Stress
- Work-related issues
- Alcohol or drug use
- Legal and financial planning/issues

Employees may access login information through the [shared drive](#).

Employees should contact the HR Office if you are experiencing problems accessing the new EAP Services.

Resources & Reference Documents

Resources

Coronavirus Self-Checker

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/coronavirus-self-checker.html>

CDC Guidelines for Prevention of COVID-19,

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

Albemarle Regional Health Services

<http://www.arhs-nc.org/>

Dare County Health and Human Services

<https://www.darenc.com/departments/health-human-services>

Employee Assistance Program

www.mygroup.com

Reference Documents

North Carolina Community College System COVID-19 Response

<https://www.nccommunitycolleges.edu/covid-19-response>

North Carolina Department of Health and Human Services – Testing Information

<https://covid19.ncdhhs.gov/about-covid-19/testing>

North Carolina Department of Health and Human Services – Find My Testing Place

<https://covid19.ncdhhs.gov/about-covid-19/testing/find-my-testing-place>

University of North Carolina System – COVID-19 Return to On-Site Work Guidance: Faculty and Staff

<https://www.ecsu.edu/vikingcompass/faculty-staffguidance.pdf>

Document Updates

June 1, 2020

- first issued

June 9, 2020

- revised to include new document format

July 1, 2020

- revised to include specific workplace scenarios and expanded information for employees

July 29, 2020

- phased re-entry table updated to reflect Governor's pause in Phase 2

August 6, 2020

- phased re-entry table updated to reflect Governor's extended pause in Phase 2
- time allocations for returning to work and isolation/quarantine revised to reflect updated CDC guidance
- reporting procedures guidance added

August 10, 2020

- revised workplace scenarios guidance in line with CDC recommendations
- links for CDC guidance on protective measures while ride sharing

September 1, 2020

- updated to align with the Governor's Phase 2.5

October 1, 2020

- updated to align with the Governor's Phase 3

October 21, 2020

- updated to align with the Governor's pause in Phase 3

October 28, 2020

- updated to reflect new CDC guidance as it relates to the definition of "close contact"
- additional FFCRA information as it applies to school re-openings
- expanded scenarios regarding close contact with positive individuals
- close contact added to list of definitions
- updates to meeting capacity in COA facilities and rooms

November 11, 2020

- timetable updated to reflect extended pause in Phase 3
- COA "Phase 4" & Return to Regular Schedule are "To Be Determined"

November 24, 2020

- Timetable updated to reflect extended pause in Phase 3 (until 12. 11. 2020)

December 1, 2020

- Updates to mask requirements per Executive Order #180.

January 6, 2021

- Phased re-entry table updated to reflect Governor's continued pause in Phase 3
- Removal of expired FFCRA paid leave provision information

March 4, 2021

- Updated CDC guidance
- Updated reduced quarantine guidance
- Updated COA's Phased Re-Entry Time Table
- Updated Vaccine Information

March 15, 2021

- Flexible Summer Schedule information added

April 30, 2021

- Changes to mask mandate to reflect new Executive Order #208

May 18, 2021

- Updates to mask/gathering mandates and telework provisions

June 15, 2021

- Updates to CDC recommendations on masks

August 9, 2021

- Updates to COA mask protocol and CDC guidance on vaccine status

January 12, 2022

- Updates to quarantine, isolation and testing guidance.
- Removal of scenarios.
- Quarantine guidance flow chart added.
- Vaccination and booster information added.
- Updated links and general order revision.

September 13, 2022

- updated with streamlined CDC guidance
- vaccine & booster recommendations added
- Quarantine guidance flow chart removed
- Definitions updated to align with CDC recommendations