COVID-19 RE-ENTRY PLAN FOR EMPLOYEES

First Issued - June 1, 2020
Latest Revision - August 10, 2021
Contents

Guiding Principles ... 3

Return to the Workplace ... 4
  Workplace Expectations & Guidelines... 4
  Prior to Returning to Work... 4
  Guidance Chart... 5
  The Three W's... 6
  Options to Reduce Quarantine... 6
  Fully Vaccinated Employees... 6
  Community Vaccine Clinic Availability... 6
  Workplace Scenarios... 7-11
  Who Should Test... 11

Reporting & Notification Procedures... 12-14
  Reasonable Accommodations... 12

Health & Safety Guidance... 15
  Face Coverings... 15
  Social Distancing... 16
  EAP Services... 16-17
  COA Cares... 17

Definitions & Resource Links... 18-19

Reference Documents... 19

Document Updates... 19-20
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 is aligned with the Executive Orders of the Governor of North Carolina and 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.

As we receive ongoing updates and recommendations we will continue to adhere to the provisions outlined in the Governor's most current Executive Order.

Employees are required to review this document frequently, and as email notifications are sent, for updates and revisions.
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 (and variants) 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
  - Shortness of breath or difficulty breathing
  - Fever or Chills
  - Muscle or body aches
  - New loss of taste or smell
  - Diarrhea
  - Headache
  - Sore throat
  - Fatigue
  - Congestion or runny nose
  - Nausea or vomiting

This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19.
<table>
<thead>
<tr>
<th>If you…</th>
<th>Steps to take…</th>
</tr>
</thead>
<tbody>
<tr>
<td>• live in a community where COVID-19 is or might be spreading…</td>
<td>• Watch Your Health.</td>
</tr>
<tr>
<td>is virtually everywhere in the United States:</td>
<td>• Be alert for symptoms. Watch for fever, cough, shortness of breath, or other symptoms of COVID-19.</td>
</tr>
<tr>
<td>• feel healthy but:</td>
<td>• Take your temperature if symptoms develop.</td>
</tr>
<tr>
<td>• Recently had close contact with a positive COVID-19 individual:</td>
<td>• Practice social distancing. Maintain 6 feet of distance from others, and stay out of crowded places.</td>
</tr>
<tr>
<td>• Have been diagnosed with COVID-19, or</td>
<td>• Follow CDC guidance if symptoms develop.</td>
</tr>
<tr>
<td>• Are waiting for test results, or</td>
<td>• Stay Home and Monitor Your Health. (QUARANTINE)</td>
</tr>
<tr>
<td>• Have cough, fever, or shortness of breath, or other symptoms of COVID-19</td>
<td>• Stay home according to your vaccine status as outlined by the CDC.</td>
</tr>
<tr>
<td>• Employees are required to follow COA’s protocol for reporting any absences related to your immediate supervisor. Supervisor will notify the HR Office, if necessary.</td>
<td></td>
</tr>
<tr>
<td>• All employees are responsible for being familiar with the CDC information on How to Protect Yourself and Others and practice the ThreeWs: Wear, Wait, Wash as promoted by the North Carolina Department of Health and Human Services. These are general guidelines but employees need to be aware that the COA’s guidelines may go beyond the general guidelines.</td>
<td></td>
</tr>
<tr>
<td>• Employee COVID-19 Testing may be available by checking with the Human Resources Office. Also please check your email for any COVID-19 Testing available dates on your campus.</td>
<td></td>
</tr>
</tbody>
</table>
Options to Reduce Quarantine (modified CDC guidance)

The college understands that it becomes easier for people to quarantine by reducing the time they cannot work. A shorter quarantine period also can lessen stress on the public health system, especially when new infections are rapidly rising.

Local public health authorities make the final decisions about how long quarantine should last, based on local conditions and needs. Continue to follow the recommendations of your local public health department if you need to quarantine. The college will consider a reduction in quarantine time as follows:

- a reduction to 10 days with the agreement to test on-site and continue symptom monitoring (test must occur on day 5 or later)

After stopping quarantine, you should

Watch for symptoms until 14 days after exposure.
If you have symptoms, immediately self-isolate and contact your local public health authority or healthcare provider.
Wear a mask, stay at least 6 feet from others, wash your hands, avoid crowds, and take other steps to prevent the spread of COVID-19.

Vaccinated Employees

*Fully Vaccinated: Individuals who have completed a full vaccine series and are at least 2 weeks past their final round.*
*Partially Vaccinated: Individuals who have not completed both rounds in the vaccine series.*

To protect yourself and others, please continue to follow these recommendations:

- Wear a mask over your nose and mouth
- Stay at least 6 feet away from others
- Avoid crowds
- Avoid poorly ventilated spaces
- Wash your hands often

Once you are fully vaccinated, if exposed to COVID-19, please follow the guidelines outlined by the CDC:

- get tested 3-5 days after your exposure, even if you don’t have symptoms
- wear a mask indoors in public for 14 days following exposure or until your test result is negative
- isolate for 10 days if your test result is positive

Community Vaccine Clinic Availability

The health departments in our region are continuing to receive vaccine shipments and maintain more consistent vaccine clinic schedules across our service area. Employees seeking to become vaccinated are encouraged to visit the Albemarle Regional Health Services and Dare County Heath Department websites for the most current information on scheduled vaccine clinics in their areas. The HR Office will communicate via email about any upcoming vaccination clinics being held in our seven region area. Please check other media sources for clinics being held at local churches, schools and recreation centers in your local communities.
If employees are feeling ill, they should stay home! As a college, we will continue to be as flexible as possible during this challenging time. 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. If you have symptoms, you must follow the Exposure and Case Reporting guidelines outlined below.

**Considerations:**

- If you have been fully vaccinated and have close contact with someone who has COVID-19, you should get tested 3-5 days after your exposure, even if you don’t have symptoms. You should isolate for 10 days if your test result is positive or if you start having symptoms.
- Rapid Testing is available on campus for employees and their families. Please contact HR for more information.

**Exposure Scenarios and Guidelines**

<table>
<thead>
<tr>
<th>IF YOU…</th>
<th>STEPS TO TAKE…</th>
</tr>
</thead>
</table>
| **Scenario 1:** Employee experiencing flu-like symptoms while on campus with no known contact with a COVID-19 positive individual: | • If the employee is in the office and experiencing flu-like symptoms, the individual should be sent home immediately. The supervisor should then immediately contact the Director of Human Resources at the college to confirm an employee was in the office experiencing symptoms.  
  • The employee will be required to contact their healthcare provider for further guidance on their symptoms. The employee will self-monitor their symptoms while remaining at home.  
  • The employee will be required to communicate with their supervisor and the Director of Human Resources regarding guidance provided by their healthcare provider. If the employee’s healthcare provider suggests being tested for COVID-19, the employee is expected to do so.  
  • If the employee’s healthcare provider does not feel the employee should be tested for COVID-19, the employee will be required to remain at home until:  
    o Determined fever-free without the use of fever-reducing medicines and have felt well for at least 24 hours.  
  • If the employee is tested for COVID-19, they will remain at home and notify the Director of Human Resources of their test results when received. The Director of Human Resources will communicate with the employee their options for using leave and/or emergency telework while remaining at home.  
  • If a **positive test** result is received, the employee will submit a Maxient report and remain at home until:  
    o At least 10 days have passed since symptoms first appeared and  
    o Improvement in respiratory symptoms (e.g., cough, shortness of breath); and  
    o At least 24 hours have passed since recovery (defined as resolution of fever without the use of fever-reducing medications) |
- The employee will also be asked by the Director of Human Resources to determine all coworkers with whom the employee may have come into close contact during the 14-day period prior to the positive test (the "incubation" period). The employee will be asked to identify all areas within the workplace where the individual was physically present during the incubation period. This will aid in the contact tracing process of notifying those who were in close contact with the individual.
- If a negative test result is received, the employee will remain at home until:
  - Resolution of fever (24 hours without the use of fever-reducing medications); and
  - Improvement in symptoms.

**Scenario 2:**

**Employee begins experiencing flu-like symptoms while off campus with no known contact with a COVID-19 positive individual:**

- If an employee begins experiencing flu-like symptoms over the course of a weekend the individual should contact their supervisor and remain off campus.
- The supervisor and employee will communicate about the last date they were in their office on campus. The supervisor should then immediately contact the Director of Human Resources at the college to confirm an employee has been experiencing flu-like symptoms.
- The employee will be required to contact their healthcare provider for further guidance on their symptoms. The employee will self-monitor their symptoms while remaining at home.
- The employee will be required to communicate with their supervisor regarding guidance provided by their healthcare provider. If the employee’s healthcare provider suggests being tested for COVID-19, the employee is expected to do so. If the employee’s healthcare provider suggests self-monitoring their symptoms at home, then the employee is expected to do so.
- If the employee is tested for COVID-19, they will remain at home and notify the Director of Human Resources of their test results when received. The Director of Human Resources will communicate with the employee their options for using leave and/or emergency telework while remaining at home.
- If a **positive test result** is received, the employee will submit a Maxient report and remain at home until:
  - At least 10 days have passed since symptoms first appeared and
  - Improvement in respiratory symptoms (e.g., cough, shortness of breath); and
  - At least 24 hours have passed since recovery (defined as resolution of fever without the use of fever-reducing medications).
- The employee will also be asked by the Director of Human Resources to determine all coworkers with whom the employee may have come into close contact during the 14-day period prior to the positive test (the "incubation" period). The employee will be asked to identify all areas within the workplace where the individual was physically present during the incubation period. This will aid in the contact tracing process of notifying those who were in close contact with the individual.
If a negative test result is received, the employee will remain at home until:
  o Resolution of fever (24 hours without the use of fever-reducing medications); and
  o Improvement in symptoms.

If an employee does not require testing for COVID-19, based on their healthcare provider’s recommendations, then the employee may return to campus only after having no fever without the use of fever-reducing medicines and have felt well for at least 24 hours.

### Scenario 3:
**Employee has been in close contact with a COVID-19 positive individual (whether symptomatic or asymptomatic):**

- If an employee has been in close contact with a COVID-19 positive individual, then the employee will be asked to follow [CDC guidelines for vaccination status](https://www.cdc.gov/vaccines). Close contact is defined as:
  o Household member of a symptomatic person with COVID-19
  o Intimate partner of a symptomatic person with COVID-19
  o Providing care in a household without using recommended infection control precautions to a symptomatic person with COVID-19
  o Being within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.

- The supervisor and employee will communicate about the last date they were in their office on campus. The supervisor should then immediately contact the Director of Human Resources at the college to confirm an employee has been in close contact with a COVID-19 positive individual.

- The employee will be required to contact their healthcare provider for further guidance on quarantining at home.

- The employee will be required to communicate with their supervisor and the Director of Human Resources regarding guidance provided by their healthcare provider. If the employee’s healthcare provider suggests being tested for COVID-19, the employee is expected to do so, if not the employee will continue to stay home for the full 14 days.

- **If the employee is tested for COVID-19, they will remain at home and notify the Director of Human Resources of their test results when received.** The Director of Human Resources will communicate with the employee their options for using leave and/or emergency telework while remaining at home.

- If a positive test result is received, the employee will remain at home until:
  o At least 10 days have passed since symptoms first appeared and
  o Improvement in respiratory symptoms (e.g., cough, shortness of breath) and
  o At least 24 hours have passed since recovery (defined as resolution of fever without the use of fever-reducing medications).
    - If an employee continues to be asymptomatic, they should follow the recommendations provided by their healthcare provider before being allowed to return to campus.
• The employee will also be asked by the Director of Human Resources to determine all coworkers with whom the employee may have come into close contact during the 14-day period prior to the positive test (the "incubation" period). The employee will be asked to identify all areas within the workplace where the individual was physically present during the incubation period. This will aid in the contact tracing process of notifying those who were in close contact with the individual.

• If a negative test result is received, the employee will remain at home for 10 days from the last date of close contact and:
  o Resolution of fever (24 hours without the use of fever-reducing medications); and
  o Improvement in symptoms.

---

**Scenario 4:**

**Employee has NO symptoms, but tests positive for COVID-19:**

**DO NOT COME TO CAMPUS!**

• If an employee experiences no symptoms, but tests positive for COVID-19, the individual will be required to stay home until 10 days have passed since the date of their first positive COVID-19 test (assuming they have not subsequently developed symptoms since their positive test). NOTE: If the employee develops symptoms, then the criteria under Scenario 1 should be followed.

• The supervisor and employee will communicate about the last date they were in their office on campus. The employee will contact the Director of Human Resources at the college to confirm their positive test and will share any guidance provided by their healthcare provider.

• The employee will also be asked by the Director of Human Resources to determine all coworkers with whom the employee may have come into close contact during the 14-day period prior to the positive test (the "incubation" period). The employee will be asked to identify all areas within the workplace where the individual was physically present during the incubation period. This will aid in the contact tracing process of notifying those who were in close contact with the individual.

• The Director of Human Resources will communicate with the employee regarding any options for using leave and/or emergency telework while remaining at home.

• If a positive test result is received, the employee will remain at home until:
  o At least 10 days have passed since symptoms first appeared and
  o Improvement in respiratory symptoms (e.g., cough, shortness of breath) and
  o At least 24 hours have passed since recovery (defined as resolution of fever without the use of fever-reducing medications)

  ▪ *refer to "Options to Reduce Quarantine"

---

**Scenario 5:**

**If you live with someone who has COVID-19 and cannot**

• **You will need to quarantine yourself.** You should stay home for 14 days AFTER your last contact with the person who has COVID-19 has ended their isolation.
  (refer to “Options to Reduce Quarantine”)

• People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department.
<table>
<thead>
<tr>
<th><strong>Avoid continued close contact.</strong></th>
<th>• If you are vaccinated and have continued close contact with someone who has COVID-19, you should quarantine and get tested 3-5 days after your last exposure, even if you don’t have symptoms. You should also wear a mask indoors in public for 14 days following exposure or until your test result is negative. You should isolate for 10 days if your test result is positive.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Scenario 6:</strong> If you were a close contact to someone who has COVID-19, and your test results are negative: Do you still need to quarantine?</td>
<td>• <strong>Yes. You should still self-quarantine for 14 days since your last exposure.</strong> It can take up to 14 days after exposure to the virus for a person to develop COVID-19 symptoms. A negative test result before the end of the 14-day quarantine period does not rule out possible infection. By self-quarantining for 14 days, you lower the chance of possibly exposing others to COVID-19. (refer to “Options to Reduce Quarantine”) • If you are vaccinated and have continued close contact with someone who has COVID-19, you should quarantine and get tested 3-5 days after your last exposure, even if you don’t have symptoms. You should also wear a mask indoors in public for 14 days following exposure or until your test result is negative. You should isolate for 10 days if your test result is positive.</td>
</tr>
</tbody>
</table>

**Who Should Get Tested?**

- Anyone with symptoms suggestive of COVID-19 regardless of vaccination status or prior infection.
- Close contacts of known positive cases, regardless of symptoms.
- Groups of some of the populations with higher risk of exposure or a higher risk of severe disease if they become infected. People in these groups should get tested if they believe they may have been exposed to COVID-19, whether or not they have symptoms.
  - People who live in or have regular contact with high-risk settings (e.g., long-term care facility, homeless shelter, correctional facility, migrant farmworker camp).
  - People from historically marginalized populations who have been disproportionately impacted by COVID-19.
  - Frontline and essential workers (grocery store clerks, gas station attendants, child care workers, construction sites, processing plants, etc.).
  - Health care workers or first responders.
  - People who are at higher risk of severe illness.
  - People who have attended protests, rallies, or other mass gatherings could have been exposed to someone with COVID-19 or could have exposed others.
Employees are to refer to the guidance outlined in this chart when reporting a positive or potential COVID-19 case for themselves. The College will respond with proper notification to the designated individual in the necessary departments listed.

Further 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 a letter of acknowledgment from Human Resources notifying them of their return date along with a symptom tracker and self diagnosis disclosure authorization form (also available as a powerform). 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 do the following:
    - Remain at home for at least 14 days*. Employees may use leave or telework, if possible.
    - Will be asked to contact their healthcare provider to notify them of the close contact with the infected individual, (whether they are currently displaying symptoms or not).
    - Will be reminded that discrimination or retaliation against individuals that are suspected to have tested positive for, or been exposed to, COVID-19 (or any other illness) is strictly prohibited.
- HR will address the affected employee and any potential affected co-workers leave options, wage and hour issues, if they are unable to work remotely.
- 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.

Reasonable Accommodations

- Employees who have a disability under the ADA and are seeking reasonable accommodations will need to submit a request via DocuSign to begin the interactive process of approval.
What will happen if we have a confirmed positive for COVID-19 on campus or identify someone who was on campus?

- Administrators will work closely with local health officials to determine if a short-term closure of all or specific campus buildings and facilities is needed.

Reference:

Information from the CDC:

*Ongoing trainings on COVID-19 response will be made available to employees.
Health & Safety Guidance

We encourage everyone in the COA family to wear masks in public settings (on and off-campus), especially where public distancing is not possible. The four COA campuses are melting pots for our regions in that we serve over 7,000 students in a given year. These students come primarily from our seven-county service area, with many of our counties currently experiencing “high” or “substantial” levels of community transmission.

At this point, we are not restricting access to our campuses, nor are we instituting health checks before entering our facilities. Still, we are asking students, employees, and visitors to self-monitor. If you are sick, please stay home. The symptoms of COVID continue to evolve, so please continue to monitor your own health. You might find this COVID self-assessment helpful.

We also encourage everyone to consider being vaccinated. To that end, we will continue to sponsor opportunities to be vaccinated on campus and will share information on where to go to get vaccinated. Whether to vaccinate or not is a personal decision at this point for most of the COA family. However, students and faculty who must access clinical sites are required to be vaccinated since we are dependent on our clinical partners to continue these programs.

COA's Preventive Strategies for Personal Safety Practices

Key Points:

- All faculty, staff and students are required to wear a mask in instructional settings, academic support settings (academic support/tutorial center/ SSEM) and when meeting with others.
- Community groups and visitors to the campus may use masks at their own discretion.

Proper Mask Wearing and Care

How to Wear and Take Off a Non-Medical Mask or Cloth Face Covering

Check with health authorities for information and recommendations on community actions designed to limit exposure to COVID-19.

CDC.GOV/CORONAVIRUS
Preventative Strategies continued:

- Wait at least six feet apart when standing in line.
- 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.
- During the pandemic, because social distancing cannot be observed in a private vehicle, if two or more employees are attending a meeting off campus at the same location, they must drive separately. Refer to the CDC guidance on protective measures while sharing personal vehicles and travel recommendations if applicable.
- 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.

Social Distancing

- Social distancing is important for everyone, especially to help protect people who are at higher risk of getting sick. Keeping space between you and others is one of the best tools we have in preventing the spread of COVID-19. Since people can spread the virus before they know they are sick, it is important to distance from others even if you are not displaying any symptoms.

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.*

**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.
What is the difference between self-monitoring, quarantine, isolation & close contact?

These are protective measures used to prevent the spread of COVID-19 among people who may have been exposed.

- **Self-monitoring** is for those that may have been exposed to a person with COVID-19. They should monitor themselves for symptoms (fever, cough and shortness of breath). People should monitor themselves for fever by taking their temperatures twice a day and remain alert for cough or difficulty breathing. If they develop symptoms during the self-monitoring period, they should self-isolate, limit contact with others, and seek medical advice by telephone.

- **Quarantine** is for people who were exposed to a person with a confirmed case of COVID-19 but are not experiencing symptoms. Contact your local health department or medical provider if you are unsure if you should self-quarantine.

- **Isolation** separates people who are sick from those who are well. People who have tested positive for COVID-19 in North Carolina are in isolation.

- **Close Contact** is defined as someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period, starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.

  - What counts as close contact?
    - You were within 6 feet of someone who has COVID-19 for a total of 15 minutes or more
    - You provided care at home to someone who is sick with COVID-19
    - You had direct physical contact with the person (hugged or kissed them)
    - You shared eating or drinking utensils
    - They sneezed, coughed, or somehow got respiratory droplets on you

**Additional resources:**

https://ncdhhs-covid19-dtra.powerappsportals.us/

Find my Testing Location

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

3 W’s: Wear, Wait, Wash

https://covid19.ncdhhs.gov/materials-resources/3-ws-wear-wait-wash

CDC Guidelines for Prevention had COVID-19


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 – Check My Symptoms
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 10, 2021
- Updates to COA mask protocol and CDC guidance pertaining to vaccine status.
- Redesigned and added additional scenario guidance.
- Removed expired provisions, summer schedule information, town hall information.