

## **General Human Resources Guidance Return to Work (COVID-19)**

Delgado Community College leadership is following guidelines from the Center for Disease Control and Prevention (CDC) to help protect the health and safety of the Delgado community. Below is general guidance along with frequently asked questions (FAQs) to help employees manage this ever-changing situation.

Prior to your return to work, your Supervisor will be providing you with the dates and times you will be scheduled. Upon your return to work, below are a few things you can expect.

- There will be a designated entry point for each open location beginning at 7:30 am until 9:30 am. After 9:30 am, you will need to make special arrangements with your Supervisor and Campus Police to be granted entry.
- At the entry point a Police Officer will take your temperature and collect the completed [Wellness Screening Form](#) (attached)
- Everyone on the campus or site must be wearing a mask or face covering
- Employees must comply with social distancing rules according to the CDC guidelines of at least 6 feet at the workstations and the common areas.
- You will be issued a wrist band each day once you have been cleared for entry on to the campus or site
- You will be referred to Human Resources (see below) if you have a temperature over 100.4 or if you have symptoms of COVID-19 or have been in contact with anyone who has/had COVID-19
  - Human Resources Staff Assignment
    - Francine Miguel 762-3022 – City Park Campus
    - Debra Gilbert 762-3036 – City Park Campus
    - Eliana Oda 762-3037 – Charity Nursing School
    - Aiesha Carter 762-3292 – West Bank Campus
    - Krystal Griffin 762-3095 – Sidney Collier Site /Maritime Center
    - Jessie Crais 762-3034 - River City Site/ Jefferson Site
    - Natasha Wedley 762-3043 - Overall HR Questions

**Stay at home if you are sick** – Per the guidance from CDC, employees should stay home if they are sick.

**Keep in contact with your supervisor** – When things happen that are likely to impact your work schedule, employees should communicate directly with their supervisors to manage these situations.

**Communicate** - if you have questions regarding or concerns, please contact your Supervisor or Human Resources.

### **Links for Tools and Resources:**

[The Coronavirus Crisis: Tools for Tough Times](#)

<https://www.dol.gov/agencies/whd/pandemic/ffcra-questions>

<https://www.dol.gov/agencies/whd/fmla/pandemic>

<https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/managing-stress-anxiety.html>



**COVID-19 WELLES FORM**

To be completed daily, prior to any on-campus activity

Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Date: \_\_\_\_\_ Campus/Site \_\_\_\_\_

1. **Temperature taken at point of entry:** \_\_\_\_\_

2. **Do you have a cough?**            Yes            No

3. **Are you Short of Breath?**            Yes            No

If yes:

When? \_\_\_\_\_

Have you been in contact with a healthcare provider? Yes            No

4. **Have you traveled in the past 14 days?**            Yes            No

If yes:

Where? \_\_\_\_\_

When? \_\_\_\_\_

5. **Have you been in contact with anyone who has been diagnosed with COVID-19?**            Yes            No

If yes, when: \_\_\_\_\_

6. **Have you been in contact with anyone that has had a cough, shortness of Breath or a fever in the past 14 days?**            Yes            No

If Yes, when:

\_\_\_\_\_

\_\_\_\_\_