

# NOTICE TO EMPLOYEES: COVID-19 PROTOCOLS | FALL 2023

## The Following Guidelines Are Mandatory for Employees on Campus

- **Stay home if you are sick and notify your supervisor.**
- **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.

## 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 continue to be strategically placed throughout all campuses and sites.

## Quick Instructions for Employee Reporting COVID-19 Exposure

1. Contact Natasha Wedley at [nwedle@dcc.edu](mailto: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 please contact the Office of Human Resources via email at [nwedle@dcc.edu](mailto: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 contact Facilities.
- Cleaning protocol will be decided and administered.
- Employee is encouraged to contact health care 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 through Day 10.
- Faculty and staff must contact Human Resources to address the requirements to return to campus by emailing [nwedle@dcc.edu](mailto:nwedle@dcc.edu).
- Employees should contact their supervisor.
- Human Resources will also notify supervisor.

### SCENARIO 2 - Employees Experiencing Symptoms of COVID-19 or Have Been Exposed to Someone with COVID-19

If employees are experiencing symptoms of COVID-19, the following will occur:

- Employees should contact Human Resources and their supervisor.
- Regardless of vaccination status, you are expected to take a COVID-19 test immediately, monitor your symptoms, and get retested within 5 days following exposure. Per current CDC guidelines, no quarantine is necessary.
- If you have received positive test results, please isolate\* immediately and contact Natasha Wedley of Human Resources at [nwedle@dcc.edu](mailto: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.
- If you have been exposed to someone with COVID-19, you should wear a mask as soon as you find out you were exposed. Continue masking for 10 days.
- Monitor for symptoms. If you develop symptoms, isolate immediately and get tested.
- Test on Day 6 after exposure even if you don't develop symptoms.

## COVID-19 Frequently Asked Questions

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## (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.

### 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 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.