

Protocol Regarding Employees with COVID-19 Exposure, Symptoms, or Positive Diagnosis

A. CLOSE CONTACT EXPOSURE OR SUSPECTED CLOSE CONTACT EXPOSURE

When an employee has been exposed, or has reasonable suspicion to having been exposed by close contact with an individual known to be infected with COVID-19. Winthrop will use the CDC definition of “close contact” (within 6 feet of a person known to have COVID-19 for at least 15 minutes) in determining when the employee’s actual or potential exposure requires a period of self-quarantine prior to returning to work on campus.

- 1) If the employee becomes aware of the exposure, or suspected exposure:
 - a. while at home or outside of work in the community, the employee should NOT COME TO WORK and contact LeeAnn Pounds or Lisa Cowart in Human Resources at fscovidreporting@winthrop.edu.
 - b. while at work, the employee should be isolated immediately, leave work if well enough to drive or contact a family member for transportation and the employee or the supervisor should contact LeeAnn Pounds or Lisa Cowart in Human Resources at fscovidreporting@winthrop.edu.
 - i. The supervisor must take precautions to protect the employee’s privacy and not discuss protected health information with other employees;
 - ii. The supervisor is responsible for:
 1. Ensuring that the work area of the employee is immediately closed off and locked for the next 24 hours or longer (if an interior door is available);
 2. Opening exterior doors and windows in the office of the employee to allow ventilation to the outside;
 3. If there is no way to close off the work area, then employees should avoid touching with their hands any surfaces in that work area for the next 24 hours. If it is necessary to touch door knobs and other surfaces immediately, wash your hands for more than 20 seconds prior to touching your face; and
 4. Use of provided cleaning supplies to disinfect common areas like the copier, refrigerator door, etc. (These areas should already be routinely cleaned by the users before and after each use).
- 2) LeeAnn will contact the employee to provide assistance and to obtain additional information.
 - a. Employee will be asked to provide information regarding known, or suspected, exposure.
 - b. Depending on the circumstances, the employee will likely be asked to self-quarantine according to the SC DHEC and CDC guidelines and not cleared for returning to work, even with a negative test result, until after 14 days at home, if there was close contact

exposure to a known positive individual. If asymptomatic, the self-quarantine period is 14 days from last exposure.

- c. If asked to self-quarantine, the employee must complete the Return from Self-Quarantine Questionnaire and clearance from Human Resources must be obtained prior to being allowed to return to work.
 - d. Employee will be asked to provide information about other employees the employee was in close contact with or in the vicinity of since exposure, or possible exposure.
 - e. LeeAnn will notify other employees in close contact with an employee confirmed positive for COVID-19 or in close contact with another employee symptomatic and known to be exposed by close contact with a person who is a confirmed positive for COVID-19 as necessary.
 - f. LeeAnn will notify facilities as necessary regarding the location for disinfection measures, so that facilities can:
 - i. provide prompt cleaning of door knobs and common surfaces adjoining that work space;
 - ii. record the time when the employee left the premises and the area was closed off (if possible) to start the 24 hour shut down period prior to cleaning and disinfecting;
 - iii. If it is not possible to delay access to the area, the workers who perform cleaning/disinfecting should wear appropriate PPE for protection against the cleaning materials and the virus;
 - iv. Clean and disinfect the area where the person was working, including all commonly touched surfaces, like a desktop, chair arms, keyboard, mouse, light switch and drawer pulls.
- 3) Living with a person who has tested positive for COVID-19 generally requires that the employee assume they have been exposed in a close contact situation and if asymptomatic self-quarantine starting at their date of exposure to the person with symptoms and continuing until 14 days after the 10 day isolation period ends for the positive individual (based on onset of the other individual's symptoms for a minimum of 24 days), irrespective of any negative test results. However, if the employee can confirm they have separated themselves within the house from the positive individual and is asymptomatic they can end the self-quarantine at 14 days.
- 4) Simply living in a home with someone quarantined who has been in close contact with a third person with COVID-19, ("contact with a contact") where the family member has not exhibited any symptoms of COVID-19 does not require an employee to self-quarantine unless or until the family member tests positive for COVID-19. If the family member begins to show symptoms of COVID-19, then the employee is asked to remain off campus until the results of the family member's COVID-19 test are available. If the test is positive, the employee will need to self-quarantine. If the test is negative then the employee can return to work.

B. SYMPTOMATIC EMPLOYEES OR EXPOSED EMPLOYEES AWAITING COVID-19 DIAGNOSTIC TEST RESULTS

When an employee is exhibiting symptoms (fever, cough, shortness of breath); or when an employee is asymptomatic and awaiting COVID-19 test results following exposure or possible exposure.

- 1) The employee should be sent home immediately or remain at home and told to contact their healthcare provider for additional instructions. The supervisor must take precautions to protect the employee's privacy and not discuss protected health information with other employees.
 - a. The supervisor is responsible for:
 - i. Ensuring that the work area of the employee is immediately closed off for the next 24 hours or longer (if an interior door is available);
 - ii. Opening exterior doors and windows in the office of the employee to allow ventilation to the outside;
 - iii. If there is no way to close off the work area, then employees should avoid touching with their hands any surfaces in that work area for the next 24 hours. If it is necessary to touch door knobs and other surfaces immediately, wash your hands for more than 20 seconds prior to touching your face; and
 - iv. Use of provided cleaning supplies to disinfect common areas like the copier, refrigerator door, etc. (These areas should already be routinely cleaned by the users before and after each use).
- 2) The employee or the supervisor must immediately contact LeeAnn Pounds or Lisa Cowart in Human Resources at fsccovidreporting@winthrop.edu.
- 3) LeeAnn will contact the employee to provide assistance and to obtain additional information.
 - a. Employee will be asked to provide information regarding known, or suspected, exposure.
 - b. Depending on the circumstances, the employee will likely be asked to self-quarantine according to the SC DHEC and CDC guidelines and not cleared to return to work, even with a negative test result, until remaining at home for 14 days from exposure.
 - c. Employee may not return to work until they have received their test results. If results are positive, they must confirm (i) having been fever-free for 72 hours without the assistance of fever-reducing medication; (ii) their symptoms have shown improvement and (iii) at least 10 days have passed since the onset of symptoms.
 - d. If the employee has no known exposure and tests negative, they may return to work when symptoms have resolved or upon the direction of their health care provider, with Human Resource clearance (that may involve consultation with DHEC).
 - e. If the employee does not get tested, they should be told to remain out of work until they have recovered and met criteria in 3(c) above for release from the 10 day isolation.

- f. Employee must complete the Questionnaire provided by Human Resources and receive clearance from Human Resources prior to being allowed to return to work.
- g. Employee will be asked to provide information about other employees the employee was in close contact with or in the vicinity of since exposure, or possible exposure.
- h. LeeAnn will notify other employees as necessary. Depending on the circumstances, employees who were in close contact with the employee or any co-worker who is exhibiting symptoms may be asked to self-quarantine at home until we learn more about the diagnosis of the employee(s) exhibiting symptoms.
- i. LeeAnn will communicate with facilities for coordination of cleaning as provide in the protocol for exposed employees at (2)(f) above in Section A.

C. CONFIRMED POSITIVE RESULT OF COVID-19 INFECTION

When an employee has tested positive for COVID-19.

1. The employee or the supervisor must immediately contact LeeAnn Pounds or Lisa Cowart in Human Resources at fscovidreporting@winthrop.edu. The supervisor must take precautions to protect the employee's privacy and not discuss protected health information with other employees.
2. The employee must provide documentation from their healthcare provider or responses by the employee in the Questionnaire provided by Human Resources before being allowed to return to work and have been fever-free for 72 hours without the assistance of fever-reducing medication, with 10 days having passed since onset of first symptoms and symptoms have been improving. (We understand that requesting healthcare provider documentation may place additional burdens on our medical community during this pandemic, therefore if you ask for documentation and are unable to obtain it, at a minimum, the name and date of your test and visit with your treating healthcare provider must be provided.) If asymptomatic then the isolation period can end ten days from test specimen collection.
3. LeeAnn will contact the employee to provide assistance and to obtain additional information. If the employee is unable to contact LeeAnn, LeeAnn will proceed to interview the supervisor and/or coworkers for additional information.
 - a. Employee will be asked to provide information regarding known, or suspected, exposure.
 - b. Employee will be asked to provide information about other employees or others on campus the employee was in close contact with within 48 hours of onset of symptoms or specimen collection if asymptomatic.
 - c. LeeAnn will notify other employees as necessary. Employees who were in close contact with the employee who tested positive will be asked to self-quarantine at home for 14 days from their last exposure to the individual and to take their temperature twice daily to monitor their temperature and the development of other symptoms. Winthrop will use the CDC definition of "close contact" in determining when the employee will be

asked to self-quarantine (within 6 feet of a person known to have COVID-19 for 15 minutes).

- d. Other coworkers who work in the same area as the infected person 48 hours before becoming symptomatic or 48 hours prior to providing a test specimen (when test positive), but are not close contacts, are to be notified of their potential exposure (while maintaining the infected person's confidentiality) and advised to self-monitor for signs or symptoms of COVID-19 for 14 days. This includes taking their temperature and assessing themselves for symptoms twice a day. They do not need to quarantine or be tested unless they develop symptoms. Social distancing and mask wearing is even more important for these employees.
- e. An employee who develops a fever or other symptoms while in self-quarantine should immediately contact their healthcare provider, begin a period of isolation and notify LeeAnn.
- f. Employee must complete the Human Resources Questionnaire and clearance from Human Resources must be obtained prior to being allowed to return to work on campus.
- g. Employee may not return to work until: (i) they have isolated for 10 days from onset of symptoms, (ii) been fever-free for 72 hours without the assistance of fever-reducing medication and (iii) their symptoms have shown improvement. If asymptomatic the employee cannot return to work until 10 days of isolation from the collection of the test specimen.
- h. LeeAnn will communicate with facilities for coordination of cleaning as provide in the protocol for exposed employees at (2)(f) of Section A above.