

COVID GUIDANCE – STUDENT SERVICES

<u>Issue</u>	<u>Response</u>
<p>Employees Who Are Ill Employees With Symptoms regardless of vaccination status</p>	<ul style="list-style-type: none"> • If ill, employee immediately reports to manager an absence from work and health status • Submit Employee Health Check Form (online) with specific details including dates, locations, individuals directly in contact with for extended length of time. • Also send an email to contacttracing@mtsac.edu detailing where employee was either on campus or even off campus at a college event. • Stay in touch with Contact Tracing and follow the directions from Contact Tracing as to when can return to campus. Inform Contact Tracer of their immediate manager and request they be copied in emails sent to employee. • Also contact HR accommodations for any concerns – hraccommodations@mtsac.edu • As directed, quarantine for 5 days; quarantine ends if after day 5 employee is asymptomatic, fever free for more than 24 hours without medication, and symptoms are improving or • On day 5 come to campus and get tested if negative return to work. • Don't wait to have a positive test to complete employee health check form.
<p>Employees With Minor Symptoms</p>	<ul style="list-style-type: none"> • If haven't tested, come to campus to complete PCR testing at either Building 4 test site or Building 67A test site
<p>Employees Exposed with No Symptoms</p>	<ul style="list-style-type: none"> • Submit Employee Health Check Form, send an email to contacttracing@mtsac.edu, and contact your manager. • If fully vaccinated w/ booster or fully vaccinated but not yet eligible for a booster: no need to quarantine, come to work, get tested on campus on day 5 after exposure. • Note: first day is counted as day 0. So 5 days is actually the 6th day. • If NOT vaccinated, must quarantine for 5 days after the close contact and test after day 5. • If test is negative after day 5 and no symptoms, return to work. • If develop symptoms, must exclude from work pending test result.
<p>Employees Who Have Tested Positive</p>	<ul style="list-style-type: none"> • Submit Employee Health Check Form, send an email to contacttracing@mtsac.edu, and contact your manager. • Follow directions from Contact Tracing. If questions, contact Contact Tracing and/or HR Accommodations at hraccommodations@mtsac.edu • All persons regardless of vaccination status, previous infection, or lack of symptoms, must self-isolate for 5 days.

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	<ul style="list-style-type: none"> Isolation ends after day 5, if employee is asymptomatic, fever free for more than 24 hours without medication, and symptoms are improving On day 5 come to campus and get antigen test -- if negative return to work. PCR test will probably still show positive. Note: first day is counted as day 0. So 5 days is actually the 6th day. Antigen tests to begin for employees on 1st floor of Building 4; for students at Student Health Center 67B
Quarantine versus Isolation	<p>Quarantine separates and restricts the movement of people who were exposed to see if they become sick. Stay away from others until verification.</p> <p>Isolation separates sick people with a contagious disease and separates those who have tested positive for COVID-19 even if there are no symptoms.</p>
Employees with children who are positive and quarantining	<ul style="list-style-type: none"> Send email to hraccomodations@mtsac.edu There should be a notice that the child's parent receives from school or day care that can be submitted as proof. HR will need to see this to apply the 80 hours of COVID Leave. Upload to the smartsheet. Employees can be granted to work remotely and therefore not be using the 80 hours. This should apply when caring for a spouse/other family member in the household.
80 COVID Leave Hours	<p>Reasons to access 80 hours of COVID Leave:</p> <ul style="list-style-type: none"> if employee must quarantine or if the child's school is shut down (proof is required from school or day care) or if employee is a caretaker for a family member who has tested positive. <p>Other information:</p> <ul style="list-style-type: none"> If appropriate, managers can allow employees to work remotely and have no impact on the 80 hours COVID Leave. HR has granted 80 hours COVID Leave for Winter and another 80 hours of COVID leave will reset for Spring. COVID Leave hours are tracked through HR and is reported by HR to Payroll. 80 hours of COVID leave also applies to student workers and temporary employees.
Paid Administrative Leave	<ul style="list-style-type: none"> If an employee tests positive (isolation), the employee is on paid administrative leave and hours do not come out of the 80 hours of COVID Leave or the employee's own sick leave. This is manually tracked through HR and is reported by HR to Payroll.

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Contact Tracing Clearance and Reports	<p>Contact tracers stay in contact with the employee to determine when they can return to work. Employees and students need to return contact tracers' phone calls. Employee will receive a detailed report from their contact tracer when allowed to return to work with specific directions/conditions.</p> <p>Direct manager is to get a copy of the communication that the contact tracer sends to the employee. This should be the official notification that the manager receives. Employees should confirm whom their manager is with contact tracer.</p>
FREE Vaccination Clinics on Campus	<p>The clinics will be held on Wednesdays from 10 a.m. to 7 p.m. in Kerr's Corner, near the Library entrance and Mountie Café:</p> <p>Wednesday, January 26, February 2, February 9** [expected to continue for Wednesdays into March]</p> <p>Walk-ups are accepted or make an appointment at vaccine.fulgentgenetics.com</p>
FREE Antigen/Rapid Response Testing on Campus	<p>Employees: Tests will be available by Building 4, first floor by parking</p> <p>Students: Tests will be available at Student Health Center, Building 67B</p> <p>Who should take these?</p> <ul style="list-style-type: none"> • Anyone who has recently tested positive or who has been out ill with a COVID diagnosis