



SHELTON STATE
COMMUNITY COLLEGE

COVID-19 PROTOCOLS AND PROCEDURES

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Shelton State Community College continues to monitor the COVID-19/Coronavirus outbreak, and the health and safety of students, faculty, and staff remain the College's top priority. College operations are conditional based on published guidance issued by the Alabama Department of Public Health, the Centers for Disease Control and Prevention, the Office of the Governor of the State of Alabama, and the Alabama Community College System Chancellor.

Protocols and procedures are fluid and may be modified to accommodate updated recommendations or requirements from the previously mentioned entities.

HEALTH AND SAFETY

CAMPUS PROTOCOLS AND PROCEDURES

1. **Prior to the beginning of the semester, students, faculty, and staff will receive communication via email concerning procedures and protocols and links to College-created training videos for the proper use of PPE and hygiene practices.**
2. **General hygiene and respiratory etiquette.**
 - Hands should be washed often. Soap and water should be used for at least twenty seconds, or hands should be cleaned with alcohol-based hand sanitizer that contains at least sixty percent alcohol.
 - Avoid touching eyes, nose, and mouth.
 - Do not shake hands.
 - Cover your coughs and sneezes. Use a tissue; then throw the tissue in the trash.
3. **Common areas will have precautions and will be disinfected or temporarily disabled.**
 - All common areas in use will be disinfected according to protocol.
 - Water fountains may be disabled.
4. **Personal protective equipment (PPE) must be worn by all persons on campus.**
 - All persons entering SSCC campuses must properly wear a facial covering/mask that covers the mouth and nose. Any exceptions to this policy must be medically necessary and approved by the College.
 - Medical and environmental services employees will be provided (the equivalent of) N-95 masks, gloves, gowns, and face shields. Directions for safe use will be provided.
 - Employees may use personal facial coverings or masks.
 - Students and campus visitors must wear facial coverings or masks. Single-use masks will be provided upon entry for visitors without a facial covering.
 - A limited number of masks may be available to persons who forget to bring their own. Such masks would be located on the Martin Campus at the Welcome Center, Library, and SOAR, and on the Fredd Campus at the Security Office in Building 100.
5. **Self-distancing and disinfecting**
 - Employees and/or students will maintain six feet of separation between themselves and others when possible.
 - Employees should disinfect phones, keyboards, mouse, and computers on a regular basis.
 - Hands must be thoroughly and properly disinfected when finished in the restroom.
 - In order for restrooms to remain sanitary, all paper products must be disposed properly, and toilets must be completely flushed.

PERSONNEL AND STUDENT MONITORING

Symptoms of COVID-19 (Sources: U.S. Centers for Disease Control and Prevention and Johns Hopkins Medicine)

People with COVID-19 have had a wide array of symptoms reported – ranging from mild symptoms to severe illness.

Symptoms may appear **2-14 days after exposure to the virus**. People with the following symptoms or combinations of symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list is not all-inclusive. Please consult your medical provider for any other symptoms that are severe or concerning to you.

Self-Screening

One of the most vital aspects of detection involves self-screening at home. Employees and students should self-screen at home for symptoms associated with COVID-19 and should not report to campus if experiencing a fever of 100.4 degrees Fahrenheit or greater or experiencing multiple other symptoms of COVID-19. Employees and students are asked to consult with their healthcare provider.

Employees and students who have noticed symptoms through self-screening, but have not received a diagnosis of COVID-19, should remain at home until **ALL THREE** of the following statements are true:

- You have had no fever for at least twenty-four hours (i.e., one full day of no fever **without** the use of medicine that reduces fevers).
- Other symptoms have improved (e.g., when your cough or shortness of breath has improved).
- At least ten days have passed since your symptoms, other than fever, first appeared, OR you have been tested for COVID-19 and have had two consecutive negative tests at least twenty-four hours apart.

When to Seek Medical Attention (Source: U.S. Centers for Disease Control and Prevention)

If you have any of the following **emergency warning signs*** for COVID-19, seek **medical attention immediately**:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or inability to arouse
- Bluish lips or face

*This list is not all-inclusive. Please consult your medical provider for any other symptoms that are severe or concerning to you.

Call 911 if you have a medical emergency. Notify the operator that you have, or think you might have, COVID-19. If possible, put on a cloth face covering before medical help arrives.

Observations of Employees Exhibiting Symptoms

If an employee observes a coworker exhibiting symptoms of the virus (as listed above), the employee should report the symptomatic coworker to their immediate supervisor who shall then report the same to the applicable member of the College Leadership Team (“CLT”). The employee’s body temperature should be monitored for a fever at or greater than 100.4. If such a fever is detected, a second scan will be performed to confirm the fever. If confirmed, the employee will leave campus and telework from home, if possible. (See below for more information on teleworking.) If the employee is required to leave campus and is unable to telework, the employee must utilize his or her accrued paid leave in order to remain in paid status. If paid leave is unavailable, an employee may be eligible to receive unpaid leave upon request.

Observations of Students Exhibiting Symptoms

If a student is observed exhibiting symptoms of the virus (as listed above), the observing individual should report the symptomatic student to the Dean of Student Services. The student’s body temperature should be monitored for a fever at or greater than 100.4. If such a fever is detected, a second scan will be performed to confirm the fever. If confirmed, the student will leave campus.

Reporting Exposure or Positive COVID-19 Diagnosis

Employees and students are required to notify the College of close contact with an individual with COVID-19. Likewise, employees and students who have tested positive for COVID-19 are required to notify the College of the diagnosis. Notification should be sent to the College at covidreporting@sheltonstate.edu.

Employee or Student Positive Case

Employees or students who are diagnosed with COVID-19 should not be on campus or return to campus until the CDC criteria to discontinue home isolation are met. Employees and students who are diagnosed with COVID-19 are required to try and assist the College in ascertaining the following:

- Determining the last time the employee or student entered campus, and ascertaining the areas in which the employee or student was present during the two days before symptoms appeared or specimen collection date (whichever was earlier); and
- Identifying any other employees or students with whom the employee or student had contact during the two days before symptoms appeared or specimen collection date (whichever was earlier).

The College will take reasonable steps to alert all employees or students who are identified in the above process that they may have been exposed to a co-worker or student diagnosed with COVID-19 and direct them to monitor themselves for symptoms.

Employees or students diagnosed with COVID-19 who have experienced symptoms and have stayed home (home isolated) can return to campus under the following conditions:

- You have had no fever for at least twenty-four hours since recovery (i.e., one full day of no fever **without** the use of medicine that reduces fever).
AND
- Other respiratory symptoms have improved (e.g., when your cough or shortness of breath has improved).
AND
- At least ten days have passed since your symptoms first appeared.

Employees or students who DID NOT have COVID-19 symptoms but tested positive and have stayed home (home isolation) can return to campus under the following conditions:

- At least ten days have passed since the date of your first positive test.
AND
- You continue to have no symptoms (no cough or shortness of breath) since the test.

Employees or students diagnosed with a second positive COVID-19 test within three months of the initial positive test who have experienced symptoms can return to campus under the following conditions:

- You have had no fever for at least twenty-four hours since recovery (i.e., one full day of no fever **without** the use of medicine that reduces fever).
AND
- Other respiratory symptoms have improved (e.g., when your cough or shortness of breath has improved).
AND

- At least ten days have passed since your symptoms first appeared.
AND
- You have received clearance from a healthcare provider (e.g. physician or mid-level provider).

Employees or students diagnosed with a second positive COVID-19 test within three months of the initial positive test who DID NOT have COVID-19 symptoms can return to work/campus under the following conditions:

- At least ten days have passed since the date of your second positive test.
AND
- You continue to have no symptoms (no cough or shortness of breath) since the test.
AND
- You have received clearance from a healthcare provider (e.g. physician or mid-level provider).

Employee or Student Contact with Positive Case

Absent an applicable exception (see below), if you think you have been exposed to COVID-19, carefully review the symptoms listed above.

| If you... | Steps to take... |
|--|---|
| <p>If you or someone in your home <u>might</u> have been exposed</p> | <p>Self-Monitor</p> <p>Be alert for symptoms. Watch for fever, cough, or shortness of breath.</p> <ul style="list-style-type: none"> • Take your temperature if symptoms develop. • Practice social distancing. Maintain six feet of distance from others, and stay out of crowded places. • Follow CDC guidance. • Do not return to campus if symptoms develop. (See above protocols.) |

| | |
|---|--|
| <p>Recently had close contact** with a person with COVID-19 and you are not experiencing signs/symptoms of COVID-19</p> | <p>Self-Quarantine</p> <ul style="list-style-type: none"> • Notify the College at covidreporting@sheltonstate.edu. • Check your temperature twice a day, and watch for symptoms. • Unless an exception applies, stay home for fourteen days, and self-monitor. (See below) • If possible, stay away from people who are high-risk for getting very sick from COVID-19. |
| <p>Recently had close contact** with someone who experienced a second positive COVID-19 test within three months of an initial COVID-19 test and you are not experiencing sign/symptoms of COVID-19</p> | <p>Self-monitor for signs/symptoms of COVID-19, self-isolation is not necessary.</p> |
| <p>Recently traveled from somewhere outside the U.S. or on a cruise ship or river boat</p> | <p>Self-Quarantine</p> <ul style="list-style-type: none"> • Notify the College at covidreporting@sheltonstate.edu. • Check your temperature twice a day, and watch for symptoms. • Stay home for fourteen days, and self-monitor. • If possible, stay away from people who are high-risk for getting very sick from COVID-19. |

** Close contact is defined as within six (6) feet of an infected person (laboratory-confirmed) for a cumulative total of fifteen (15) minutes or more over a twenty-four (24) hour period.

Exceptions to Quarantine Requirements

If you meet the following requirement, you do not need to quarantine:

- Within three months before your date of exposure, you tested positive for COVID-19 and recovered and are not experiencing any new symptoms.

If you meet all of the following criteria, you do not need to quarantine:

- You are fully vaccinated (e.g. greater than or equal to two weeks after second dose in a two-dose series or one dose of a single-dose vaccine).
- You have remained asymptomatic (e.g. no symptoms) since your date of exposure.

Fully vaccinated persons with exposure to COVID-19 should get tested 3-5 days after exposure, regardless of whether they exhibit symptoms. Fully vaccinated persons should also wear a mask indoors in public for 14 days following exposure or until a COVID-19 test result is negative.

Teleworking Protocols

If an employee is required to quarantine or isolate due to COVID-19 and, based upon the job duties and resources available to the employee, the employee has the capability to work remotely, the employee will be allowed to telework if the employee can meet the needs of the College. In such circumstances the employee will not need to take their accrued paid leave to remain in paid status.

If teleworking is not an option then the employee will need to utilize his or her accrued paid leave in order to remain in paid status. If paid leave is unavailable, an employee may be eligible to receive unpaid leave upon request.

If an employee has been exposed to COVID-19 or has received a positive COVID-19 test and needs further guidance on returning to campus or work, the supervisor should be contacted.

If a student has been exposed to COVID-19 or has received a positive COVID-19 test and needs further guidance on returning to campus, the Dean of Student Services should be contacted.

Employees or students who have been exposed to COVID-19 or have received a positive COVID-19 test and need further guidance on returning to campus or work, should contact the College at covidreporting@sheltonstate.edu.

The College will report positive COVID-19/Coronavirus cases to ACCS using established notification processes.

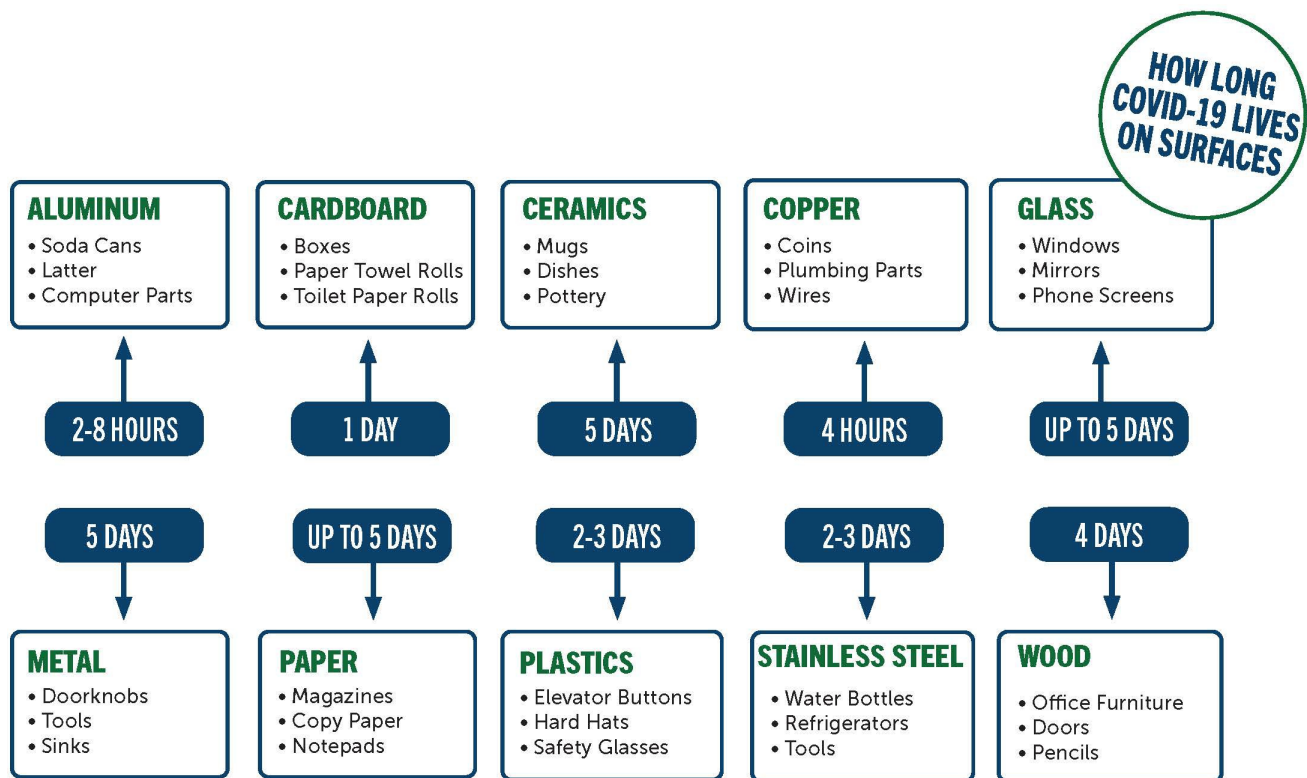
DISINFECTION PROTOCOL

In accordance with CDC guidelines and with the proper use of PPE, the College currently uses cleaning products that specifically target and stop the spread of the COVID-19 virus.

Disinfectant chemical products approved by the Environmental Protection Agency (EPA) and associated with this process are Clorox Bleach – Germicidal Cleaner, Spartan HDQ Neutral, Spartan HDQL Super, and Spartan TB_CIDE_QUAT.

Frequency of cleaning will follow standard recommendations according to the life of the virus.

If an area has been vacant for over seven days, the need for deep clean is minimized. The longest the virus can live on a hard or soft surface is five days. (See diagram below.)



If an area has not been closed or vacant for seven days, environmental services staff will clean hard surfaces using approved cleaning measures and while wearing appropriate PPE. Soft surfaces such as chairs and carpets will be cleaned as necessary. HVAC filters will be cleaned, disinfected, or replaced.

Daily (Monday through Friday) disinfection by Environmental Services staff will occur in the following areas:

- Restrooms – all surfaces
- Entrance doors to common areas and classrooms
- Tables and desks in common areas and classrooms
- Floors in common areas and classrooms
- Utilized equipment in classrooms, labs, and common areas*

*Employees and students will be provided with cleaning materials allowing for additional daily disinfection. Proper PPE and training will be provided prior to usage.

Disinfection Following Identification of Positive Case COVID-19

In the event that an employee or student tests positive for COVID-19, the College will assess the risk level for other employees and students and respond accordingly. Preventing an outbreak will utilize a combination of control measures.

In addition to Environment Services previously established, the College will contract with an external professional service to assess and disinfect the affected campus or area(s).

If decontamination is not feasible, a period of closure will be considered in order to allow the virus to naturally deactivate.

REFERENCES

Alabama Department of Public Health (ADPH)

Alabama Technology Network: 2020 Return to Work Mitigation Plan Post COVID-19

Centers for Disease Control and Prevention (CDC)

The Chamber of Commerce of West Alabama and West Alabama Works: Playbook for Reopening Your Business in the Age of COVID-19

MBUSI Handout from West Alabama Chamber of Commerce Webinar