



# Pandemic Protocols

*WCC's Approach to Keeping Students and Employees Safe*

Updated May 24, 2021

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## Introduction

Dear WCC Family,

**The guidance in this document is meant to keep you, your colleagues, classmates, and loved ones safe and healthy. It is my sincere hope and expectation that we all, as a College family, will follow the guidance within this document to protect our own and our community’s health and well-being.**

Think about those you care for as you review this document and commit to these practices. We are all in this together and we each have a role in protecting ourselves and one another.

The protocols outlined here were developed in consultation with local public health officials and are aligned to current Centers for Disease Control and Prevention (CDC) guidance, as well as local, state, and federal orders and ordinances. A Return-to-Campus Task Force and a COVID-19 Communication Task Force were also formed to provide input on this and other details related to WCC’s response to COVID-19.

Return-to-Campus Task Force			COVID-19 Communications Task Force	
Cynthia Alford	Darrell Finney	Kendra Perkins	Cynthia Alford	Scott Johnson
Zach Barricklow	Nicole Fogle	Allison Phillips	Amber Ardner	Patty Parsons
Amanda Blevins	Morgan Francis	Chris Robinson	Zach Barricklow	Bethany Swaim
Jeff Cox	Kristen Macemore	Bruce Staley	Jeff Cox	Dr. Yolanda Wilson
Sherry Cox	Randy Miller	Rachel Willard, MSPH	Kim Faw	Mike Wingle
Jeremy Craft	Susan Nilo	Dr. Yolanda Wilson		
Ronald Dollyhite	Emily Orr	Mike Wingle		
Kim Faw		Billy Woods		

**As knowledge of COVID-19 continues to evolve, our policies and plans will be updated as needed. Please check WCC’s COVID-19 Information web page regularly for the latest information: <https://www.wilkescc.edu/COVID-19>**

In the meantime, stay safe and healthy!

Dr. Jeff Cox

President

## Return to Onsite WCC Facilities

The protocols that follow in this document must be followed by faculty, staff, students, and visitors coming onsite to WCC facilities.

### Symptom Monitoring

Employees or students who are sick or have symptoms of respiratory illness should stay home.

Employees and students who return to campus are expected to evaluate themselves for the presence of possible [COVID-19 symptoms](#) before reporting to work or classes. They must not have any symptoms potentially related to COVID-19 or known exposure to someone with a confirmed case of COVID-19 when entering campus. The CDC website has additional information [if you are sick or caring for someone](#) and [frequently asked questions](#).

**Do not report to work or class if you have any of the following symptoms:**

- Fever
- New Cough
- Shortness of breath or difficulty breathing

## Screening Protocol

If you are experiencing symptoms, have been diagnosed with or had a known exposure to COVID-10, you will need to complete the [Covid Reporting Form](#) to self-report.

### Students

Students will need to complete the [Covid Reporting Form](#) and notify your instructor to self-report.

For Students who complete the Covid Reporting Form and **do** indicate they have tested positive for COVID-19, have one or more COVID-19 symptoms, or known exposure to someone who has the virus, the Covid Tracking Team will contact you to give you instructions on what you need to do and when you may return to work on campus.

### Faculty/Staff

Faculty/Staff will need to complete the [Covid Reporting Form](#) to self report.

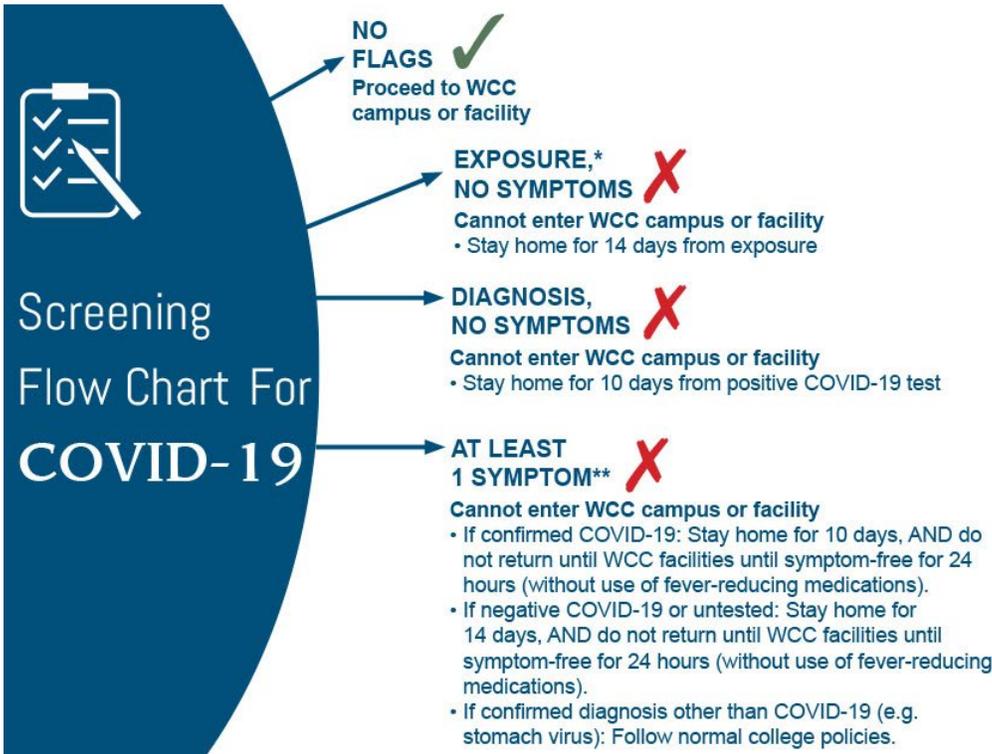
For Faculty/Staff who complete the Covid Reporting Form and **do** indicate they have tested positive for COVID-19, have one or more COVID-19 symptoms, or known exposure to someone who has the virus, Sherry Cox, Executive Director of Human Resources, will contact you to give you instructions on what you need to do and when you may return to work on campus.

### Visitors

For visitors who have tested positive for COVID-19 in the last ten (10) days, have one or more COVID-19 symptoms, or known exposure to someone who has the virus should not come to campus

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**SYMPTOMS**

- Fever
- Shortness of breath or difficulty breathing
- New cough

*\*Exposure refers to being within 6 feet of someone diagnosed with COVID-19 for 15 minutes or more.*

*\*\* The more narrow set of COVID-19 symptoms listed here reflects required exclusionary symptoms in order to avoid over-exclusion of people from school facilities.*

## Quarantine Protocol

If someone tests positive for COVID-19 who is or has been on campus:

The Individual	Public Health Officials	WCC
<ul style="list-style-type: none"> <li>• Should complete the <a href="#">Covid Reporting Form</a></li> <li>• If on campus when notified of positive test results, must leave and not enter WCC Facilities</li> <li>• Must self-quarantine for 10 days of test date</li> <li>• Must be symptom-free for 24 hours (without the use of fever-reducing medications) before returning to a WCC facility</li> <li>• Must communicate with instructors or supervisor to inform of health-related absence</li> <li>• Is not obligated to inform instructor or supervisor of diagnosis, although public health officials will confidentially inform WCC via contact tracing process</li> </ul>	<ul style="list-style-type: none"> <li>• Will gather contacts the individual has had in the previous 48 hours to conduct contact tracing (and reach out to them), which may include WCC employees and students</li> <li>• Will not share the individual's name with the College unless given permission</li> <li>• Will include the infected individual in the anonymous county report on number of infections</li> </ul>	<ul style="list-style-type: none"> <li>• When WCC receives COVID-19 Self-Screening Report or otherwise becomes aware, WCC will follow the protocol outlined in the bullets below</li> <li>• Will maintain confidentiality of infected individual</li> <li>• Will instruct individual not to enter WCC facilities, to leave campus</li> <li>• Will gather individual's name, date of birth, address, and phone number for local public health officials to follow up</li> <li>• Will close and conduct sanitation protocol for all classrooms or common areas the individual has been in, followed by a wait time aligned to CDC-approved sanitation products (typically less than 24 hrs)</li> <li>• Will inform instructor or supervisor</li> <li>• May suspend a class or temporarily close a facility, if needed and appropriate</li> </ul>

**If someone is notified to be a known “close contact\* (family member, someone in household, or being identified as exposed) to a person who has tested positive for COVID-19:**

The Individual	Public Health Officials	WCC
<ul style="list-style-type: none"> <li>• If asymptomatic and <u>fully vaccinated</u> (14 days after last shot): you may continue on campus.</li> <li>• If symptomatic and <u>fully vaccinated</u> (14 days after last shot): you will need to stay at home or need to immediately leave campus, complete the <a href="#">Covid Reporting Form</a>, remain at home for 14 days of self-quarantine from the date of first symptoms, will not return to WCC facilities until symptom-free for 24 hours (without use of fever-reducing medications)</li> <li>• If symptomatic but untested: complete the <a href="#">Covid Reporting Form</a>, stay home for 14 days of self-quarantine from last known exposure to positive case, will not return to WCC facilities until symptom-free for 24 hours (without use of fever-reducing medications)</li> <li>• If asymptomatic and tests positive: complete the <a href="#">Covid Reporting Form</a>, stay home for 10 days from test date and follow protocol described for testing positive for COVID-19 described in the section above</li> <li>• If asymptomatic and untested: Will stay home for 14 days from last known exposure and get tested, if possible</li> <li>• Must communicate with instructors or supervisor to inform of health-related absence, if appropriate</li> <li>• Is not obligated to inform instructor or supervisor of diagnosis, although public health officials will confidentially inform WCC via contact tracing process</li> </ul>	<ul style="list-style-type: none"> <li>• If untested or tests negative, no role</li> <li>• If tested and tests positive, follows above protocol</li> </ul>	<ul style="list-style-type: none"> <li>• Will maintain confidentiality of individual</li> <li>• If symptomatic but untested: Will instruct individual to go/stay home for 14 days, get tested, and not return to WCC facilities until symptom-free for 24 hours (without use of fever-reducing medications)</li> <li>• If asymptomatic and tests positive: Will instruct individual to stay home for 10 days from test date and follow protocol described in section above</li> <li>• If asymptomatic: Will instruct individual to stay home for 14 days from last known exposure and get tested, if possible</li> </ul>

\*For COVID-19, exposure refers to being within 6 feet of someone diagnosed with COVID-19 for 15 minutes or more.

**If someone has one or more COVID-19 symptoms: new cough, fever, or shortness of breath/difficulty breathing:**

The Individual	Public Health Officials	WCC
<ul style="list-style-type: none"> <li>• Must leave and/or not enter WCC facilities</li> <li>• Complete the <a href="#">Covid Reporting Form</a></li> <li>• If symptomatic but tests positive: Will stay home for 10 days of self-quarantine from last known exposure to positive case, will get tested, will not return to WCC facilities until symptom-free for 24 hours (without use of fever-reducing medications)</li> <li>• If symptomatic but tests negative or untested: Will stay home for 14 days of self-quarantine from last known exposure to positive case, will get tested, will not return to WCC facilities until symptom-free for 24 hours (without use of fever-reducing medications)</li> <li>• Must communicate with instructors or supervisor to inform of health-related absence</li> </ul>	<ul style="list-style-type: none"> <li>• If untested or tests negative, no role</li> <li>• If tested and tests positive, follows above protocol</li> </ul>	<ul style="list-style-type: none"> <li>• Will maintain confidentiality of individual</li> <li>• Will instruct individual to leave campus</li> <li>• If symptomatic but untested: Will instruct individual to go/stay home for 14 days, get tested, and not return to WCC facilities until symptom-free for 24 hours (without use of fever-reducing medications)</li> <li>• If symptomatic but tests negative: Will instruct individual to go/stay home for 14 days, get tested, and not return to WCC facilities until symptom-free for 24 hours (without use of fever-reducing medications)</li> </ul>

## Physical “Social” Distancing Protocol

While the physical “social” distancing mandate is lifted, WCC encourages everyone to continue to practice social distancing where practical. To help ensure the health and safety of all faculty, staff, students, and visitors, WCC recommends the following physical distancing practices.

### Physical Distancing Recommendations:

- Individuals who have not been vaccinated should consider trying to continue to maintain the six feet of social distance when feasible.
- Everyone on campus is expected to maintain at least 2 feet of physical distance from others whenever possible.
- In-person gatherings or meetings should be arranged to accommodate physical distancing of at least 2 feet apart.
- For meetings that cannot meet these requirements, use teleconferencing such as Microsoft Teams instead.
- All faculty, staff, students, and visitors must adhere to any movement restrictions imposed by the College, such as the closing of certain buildings, the rerouting of foot or vehicle traffic, etc.

### Meetings

- Convene meetings in ways that allow for social distancing and the inclusion of employees or conduct meetings through Microsoft Teams.

### Classes

- Prioritization of in-person instruction for courses with academic outcomes that cannot be measured or achieved virtually, such as performance, laboratory, and clinical experiences.
- Remote options should be planned for and available if a rebound in local infections necessitates continued physical distancing and to support vulnerable students and staff, students in quarantine or isolation, and students and staff who cannot physically return to campus.

### Travel

All travel restrictions are lifted with the exception that when students and/or employees are riding together for field trips or professional travel, WCC will follow the guidelines for public transportation and ask that masks be worn while in vehicles.

## Face Covering Protocol

Masks should be worn in these situations, per the Governor's Executive Order 215:

### Face Covering Requirements

- Masks are strongly encouraged to be worn by anyone not fully vaccinated in **all** situations.
- Masks are required to be worn by all students, faculty, staff and visitors in student camps, prisons, medical/clinical facilities (including in Herring Hall), and in public schools (including our Early College campuses in Wilkes and Ashe).
- If anyone asks you to wear a mask in a meeting in a small office space because they are uncomfortable, immuno-compromised, or a caretaker of someone who has not been vaccinated, we are asking you to honor that request.
- During this transition time, please be understanding as our employees and students make their decisions concerning wearing face masks on campus.
- Disposable masks are available in the Human Resources Office if you need one.
- Nothing prevents employees and students from continuing to wear face masks if they so choose, and many folks will likely continue to wear masks.
- Please keep in mind individuals should not be asked to disclose their vaccination status or why they are wearing a face mask. This is private information and should be respected.

## Good Hygiene Protocol

You are expected to follow these hygiene guidelines:

- Cover coughs and sneezes with a tissue or the inside of your elbow — not with your hands.
- Avoid touching your face.
- Wash your hands often for at least 20 seconds with soap and water. If soap and water are not readily available, you may use hand sanitizer instead.
- Use hand sanitizer, located at the entrance of every building, as you enter each building.

You are expected to wash your hands at least in the following instances:

- At the beginning and end of each class or work shift
- After using the restroom
- Before and after eating
- After blowing your nose, coughing or sneezing

For more detailed information on effective hand hygiene, view the CDC's [guidance for washing and sanitizing your hands](#).

## Sanitation & Disinfection Protocol

Viruses can survive on non-porous surfaces (steel, plastic) for up to 24-48 hours and on cloth, paper, and tissues for up to 8-12 hours. Viruses can be transferred from non-porous surfaces to hands for up to 24 hours and from tissue to hand for up to 15 minutes.

High-touch surfaces and common spaces will be cleaned by WCC in accordance with CDC [guidelines for facility disinfection](#). Employees and supervisors should take steps to reduce the number of common touchpoints in on-campus facilities and to do their part in cleaning the spaces they use.

The use of gloves is not required unless your supervisor has directed you to wear them. Remember that gloves do not give the wearer immunity, and any germs that might be on your gloves can be transferred to other surfaces. To avoid cross-contamination, safely remove gloves immediately after use.

### **Custodial Staff\***

- Custodial staff will disinfect the classrooms and office areas of those working on campus daily, focusing especially on doorknobs, light switches, desks, keyboards, phones, and any other frequently touched items.
- Custodial staff will disinfect campus restrooms, conference rooms, and other high-touch areas multiple times daily.

\*The details of this regimen and set of responsibilities may look different at different WCC facilities.

### **Custodial Staff Cleaning Procedure**

- Surfaces should be cleaned with EPA-registered household disinfectants. The CDC provides a list of products that are [EPA-approved for use against the virus causing COVID-19](#).
- If an EPA-registered disinfectant is not available, cleaning staff should use a diluted solution (1:100 volume/volume-600 parts per quart) or alcohol solutions with at least 70% alcohol, applying it to a clean surface with a cloth moistened with the bleach solution and allowing the surface to remain wet for 5 minutes.
- Cleaning staff should follow the manufacturer's directions for all cleaning and disinfection products.
- All contaminated materials must be placed in the trash. Trash bags must be properly tied or secured.

### **Sanitation & Disinfection Protocol in Spaces following Presence of Confirmed COVID-19 Case:**

- Will close and conduct sanitation protocol for all classrooms or common areas the individual has been in, followed by a wait time aligned to CDC-approved sanitation products (typically less than 24 hrs.).

## Measures to Protect Individuals at Higher Risk for Severe Illness

The CDC is continually updating its definition of high-risk factors for severe disease related to COVID-19. Please refer to the CDC website for the latest definition of [people who are at higher risk for severe illness](#).

WCC is committed to protecting individuals at higher risk for severe illness. As an ongoing practice, WCC works with individuals to acknowledge and support their unique needs and circumstances to the extent possible, keeping in mind their health and their educational pathway.

If you are a student who believes you may be at higher risk for severe illness, contact your instructor(s) to discuss options.

If you are an employee who believes you may be at higher risk for severe illness, contact the Executive Director of Human Resources to discuss your concerns, situation, and options.