

# Pandemic Protocols

## *Summary Sheet*

**Sickness:** Individuals should not attend face-to-face classes or come on campus for any reason if they are sick, have tested positive for COVID-19, have one or more [COVID-19 symptoms](#), or known exposure to someone who has the virus. All individuals who have Covid-19 symptoms are required to complete a [Covid Reporting Form](#). Symptoms include:

- Fever or chills
- Severe Headache
- New Cough
- Sore throat
- Shortness of breath\ difficulty breathing
- Loss of taste or smell

**Physical or “Social” Distancing:** 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.

- 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

**Face Coverings:** Masks are required in the following situations:

- Masks must be worn inside all WCC buildings including main campus, Ashe campus, Alleghany Center, or other instructional location.
- 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).

**Good Hygiene:** Everyone is expected to practice good hygiene, including covering coughs and sneezes with a tissue or the inside of your elbow, not with your hands; not touching your face; handwashing for at least 20 seconds with soap and water; and using hand sanitizer.

You are expected to wash your hands:

- 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
- Hand sanitizer will be placed at the main entrance of each building.
- Please use the sanitizer every time you enter a building.

# Quarantine, Contact Tracing, & Communication 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 you have tested for covid, wait on test results before coming to campus</li> <li>• Test positive with symptoms must self-quarantine for 5 days from the date of first symptoms</li> <li>• Test positive with <u>no</u> symptoms must self-quarantine for 5 days from the date of test administered</li> <li>• Symptoms improved and fever-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/Human Resources to inform of health-related absence</li> <li>•</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 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 has one or more COVID-19 symptoms: new cough, fever or chills, sore throat, severe headache, loss of taste/smell, shortness of breath/ difficulty breathing, or explained muscle/body aches:

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>• Must communicate with instructors or supervisor/Human Resources to inform of health-related absence</li> <li>• Must self-quarantine for 5 days from the date of first symptoms, may return to campus on day 6 if improved symptoms and no fever for 24 hours (without use of fever-reducing medications)</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>• Will instruct individual to self-quarantine for 5 days from the date of first symptoms, may return to campus on day 6 if improved symptoms and no fever for 24 hours (without use of fever-reducing medications)</li> </ul>

**If a close contact\* or direct exposure of a person who has tested positive for COVID-19:**

The Individual	Public Health Officials	WCC
<ul style="list-style-type: none"> <li>• Should complete the <a href="#">Covid Reporting Form</a></li> <li>• Must communicate with instructors or supervisor/Human Resources to inform of health-related absence</li> </ul> <p><b><u>If you are considered vaccinated:</u></b></p> <ul style="list-style-type: none"> <li>• Received booster OR</li> <li>• Received both shots or series of the Pfizer or Moderna vaccine <b>within the last 5 months.</b> OR</li> <li>• Received the J&amp;J vaccine within the last 2 months.</li> </ul> <p>If <b>vaccinated</b> as stated above, you will:</p> <ul style="list-style-type: none"> <li>• If symptoms, stay at home, complete Covid-19 Report Form, and get tested.</li> <li>• If no symptoms, you may come to campus and wear a mask when around others inside or outside.</li> <li>• Get tested on day 5, if possible.</li> <li>• Wear a mask when around others inside or outside for 10 days.</li> </ul> <p><b><u>If you are considered unvaccinated:</u></b></p> <ul style="list-style-type: none"> <li>• Unvaccinated OR</li> <li>• Received both shots or series of the Pfizer or Moderna vaccine <b>over 5 months ago</b> and have not received the booster. OR</li> <li>• Received the J&amp;J vaccine <b>over 2 months ago</b> and have not received the booster.</li> </ul> <p>If <b>unvaccinated</b> as stated above, you will:</p> <ul style="list-style-type: none"> <li>• Stay at home, complete Covid-19 Report Form, and get tested on day 5</li> <li>• If no symptoms by day 5, you may return to campus on day 6</li> <li>• Wear a mask when around others inside or outside for 10 days</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 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>

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