



Pandemic Protocols

WCC's Approach to Keeping Students and Employees Safe

Updated January 4, 2022

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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 Wingler
Jeremy Craft	Susan Nilo	Dr. Yolanda Wilson		
Ronald Dollyhite	Emily Orr	Mike Wingler		
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 or chills
- Severe Headache
- Fatigue
- New Cough
- Sore throat
- Unexplained muscle/body aches
- Shortness of breath or difficulty breathing
- Loss of taste or smell

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 five (5) days, have one or more COVID-19 symptoms, or known exposure to someone who has the virus should not come to campus

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"> • Should complete the Covid Reporting Form • If you have tested for covid, wait on test results before coming to campus • Test positive with symptoms must self-quarantine for 5 days from the date of first symptoms • Test positive with <u>no</u> symptoms must self-quarantine for 5 days from the date of test administered • Symptoms improved and fever-free for 24 hours (without the use of fever-reducing medications) before returning to a WCC facility • Must communicate with instructors or supervisor/Human Resources to inform of health-related absence 	<ul style="list-style-type: none"> • 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 • Will include the infected individual in the anonymous county report on number of infections 	<ul style="list-style-type: none"> • When WCC receives COVID-19 Self-Screening Report or otherwise becomes aware, WCC will follow the protocol outlined in the bullets below • Will maintain confidentiality of infected individual • Will instruct individual not to enter WCC facilities, to leave campus • Will gather individual's name, date of birth, address, and phone number for local public health officials to follow up • 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) • Will inform instructor or supervisor • May suspend a class or temporarily close a facility, if needed and appropriate

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"> • Must leave and/or not enter WCC facilities • Complete the Covid Reporting Form • Must communicate with instructors or supervisor/Human Resources to inform of health-related absence • 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) 	<ul style="list-style-type: none"> • If untested or tests negative, no role • If tested and tests positive, follows above protocol 	<ul style="list-style-type: none"> • Will maintain confidentiality of individual • Will instruct individual to leave campus • 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)

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"> Should complete the Covid Reporting Form Must communicate with instructors or supervisor/Human Resources to inform of health-related absence <p><u>If you are considered vaccinated:</u></p> <ul style="list-style-type: none"> Received booster OR Received both shots or series of the Pfizer or Moderna vaccine within the last 5 months. OR Received the J&J vaccine within the last 2 months. <p>If vaccinated as stated above, you will:</p> <ul style="list-style-type: none"> If symptoms, stay at home, complete Covid-19 Report Form, and get tested. If no symptoms, you may come to campus and wear a mask when around others inside or outside. Get tested on day 5, if possible. Wear a mask when around others inside or outside for 10 days. <p><u>If you are considered unvaccinated:</u></p> <ul style="list-style-type: none"> Unvaccinated OR Received both shots or series of the Pfizer or Moderna vaccine over 5 months ago and have not received the booster. OR Received the J&J vaccine over 2 months ago and have not received the booster. 	<ul style="list-style-type: none"> 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 Will include the infected individual in the anonymous county report on number of infections 	<ul style="list-style-type: none"> When WCC receives COVID-19 Self-Screening Report or otherwise becomes aware, WCC will follow the protocol outlined in the bullets below Will maintain confidentiality of infected individual Will instruct individual not to enter WCC facilities, to leave campus Will gather individual's name, date of birth, address, and phone number for local public health officials to follow up 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) Will inform instructor or supervisor May suspend a class or temporarily close a facility, if needed and appropriate

If **unvaccinated** as stated above, you will:

- Stay at home, complete Covid-19 Report Form, and get tested on day 5.
- If no symptoms by day 5, you may return to campus on day 6.
- Wear a mask when around others inside or outside for 10 days.

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

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

Face Covering Requirements

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

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.