



# Pandemic Protocols

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

Updated September 1, 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 Initial 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. 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 or have one or more COVID-19 symptoms, 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, or have one or more COVID-19 symptoms, 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 should not come to campus

## Quarantine Protocol

### If someone tests positive for COVID-19:

The Individual	Public Health Officials	WCC
<ul style="list-style-type: none"> <li>• 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 test administered May return on day 6 <b>if</b> your symptoms have improved and no fever within the last 24 hours (without taking fever-reducing medication)</li> <li>• Test positive with <u>no</u> symptoms must self-quarantine for 5 days from the date of test administered. May return on day 6 <b>if</b> you do not develop any symptoms and no fever within the last 24 hours (without taking fever-reducing medication)</li> <li>• Must communicate with instructors or supervisor/Human Resources to inform of health-related absence</li> </ul>	<ul style="list-style-type: none"> <li>• Will report any cluster to the local health department. A cluster is considered 5 or more cases in same class or department</li> </ul>	<p>When WCC receives COVID-19 Self-Screening Report or otherwise becomes aware, WCC will follow the protocol outlined in the bullets below.</p> <ul style="list-style-type: none"> <li>• Will maintain confidentiality of infected individual</li> <li>• Will instruct individual not to enter WCC facilities, to leave campus</li> <li>• Will 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 quarantine for 5 days from the date of first symptoms and recommend getting a covid test on day 4 or 5. If improved symptoms and no fever for 24 hours (without the use of fever-reducing medications), you may return to campus on day 6. A negative test from day 1 through day 5 is not acceptable. If no improvement of symptoms on day 5 or you test positive, your quarantine may be extended.</li> </ul>	<ul style="list-style-type: none"> <li>• Will report any cluster to the local health department. A cluster is considered 5 or more cases in same class or department</li> </ul>	<p>When WCC receives COVID-19 Self-Screening Report or otherwise becomes aware, WCC will follow the protocol outlined in the bullets below.</p> <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>• If symptomatic, refer to “If someone has one or more COVID-19 symptoms” section above.</li> <li>• If no symptoms, wear a high-quality mask for 10 days and get tested on 5. If test is positive, refer to “If someone tests positive for COVID-19” section above.</li> </ul>	No action	<ul style="list-style-type: none"> <li>• No Action</li> </ul>

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

\* Fully vaccinated means you have received all doses in the primary series and all boosters recommended for you, when eligible. See [CDC Guidelines "When You Are Update"](#)

## 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 and wear a mask.
- Everyone on campus is expected to maintain at least 2 feet of physical distance from others whenever possible.
- 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

- Meetings may be conducted in-person or 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. WCC will follow the guidelines for public transportation and ask that masks be worn while in vehicles.

# Face Covering Protocol

## Face Covering Requirements

- Mask are optional if outside of testing positive covid or exposure to covid.
- Masks are to be worn from day 6 through day 10 by anyone with Covid symptoms or who has tested positive for Covid.
- Masks are to be worn for 10 days from the last known date of Covid exposure.
- Masks may be required to be worn by students, faculty, staff and visitors in health settings/medical/clinical facilities, student camps, prisons, and dental clinic.
- Disposable and KN95 masks are available in the Human Resources Office.
- Nothing prevents faculty, staff, students, and visitors 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 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 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.