

COVID-19: How to Protect Yourself and Others

Guidelines for Employees and Supervisors at Pine Technical and Community College

All employees and supervisors should familiarize themselves with the information contained in this document.

All employees and supervisors **must** contact Human Resources if contacted by an employee related to situation 1-6.

Know how COVID-19 spreads

- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- **The best way to prevent illness is to avoid being exposed to this virus.**
- The virus is thought to [spread mainly from person-to-person](#).
 - Between people who are in close contact with one another (within about 6 feet).
 - Through respiratory droplets produced when an infected person coughs, sneezes or talks.
 - These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
 - Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

Everyone Should

Wash your hands often

- [Wash your hands](#) often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

Avoid close contact

- **Avoid close contact with people who are sick, even inside your home.** If possible, maintain 6 feet between the person who is sick and other household members.
- **Put distance between yourself and other people outside of your home.**
 - Remember that some people without symptoms may be able to spread the virus.
 - [Stay at least 6 feet \(about 2 arms' length\) from other people](#).
 - Keeping distance from others is especially important for [people who are at higher risk of getting very sick](#).

Cover your mouth and nose with a face covering

- You could spread COVID-19 to others even if you do not feel sick.
- Per [Governor Walz's Executive Order 20-81](#) everyone is required to wear a face-covering.
 - Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- The cloth face cover is meant to protect other people in case you are infected.
- Do NOT use a facemask meant for a healthcare worker.
- Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.

Cover coughs and sneezes

- **If you are around others and do not have on your cloth face covering, remember to always cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow.
- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Clean and disinfect

- **Clean AND disinfect [frequently touched surfaces](#) daily.** This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- **If surfaces are dirty, clean them.** Use detergent or soap and water prior to disinfection.
- **Then, use a household disinfectant.** Most common [EPA-registered household disinfectants](#) will work.

Monitor Your Health

- **Be alert for symptoms.** Watch for fever, cough, shortness of breath, or [other symptoms](#) of COVID-19.
 - Especially important if you are [running essential errands](#), going into the office or workplace, and in settings where it may be difficult to keep a [physical distance of 6 feet](#).
- **Take your temperature** if symptoms develop.
 - Don't take your temperature within 30 minutes of exercising or after taking medications that could lower your temperature, like acetaminophen.
- Follow [CDC guidance](#) if symptoms develop.

Additional information is accessible via the CDC Website:

- <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

What should I do if ...?

1. I Have Symptoms:

I have several symptoms listed on the health self-assessment tool. I have not yet been tested. What should I do?

- Do not come to campus.
- Notify your supervisor.
- Contact your health care provider.
- Supervisor, employee and HR will determine ability to work remotely and/or appropriate leave options until return to work conditions are met. See section 6 for instructions on when to return to work.
- HR does not provide campus-wide communication.

Details about Symptoms:

All employees, students and campus visitors are required to answer the following screening questions to check for symptoms prior to campus entry.

Are you experiencing any of the following symptoms?

1. COUGH (New or Worsening): YES / NO
2. SHORTNESS of BREATH (New or Worsening): YES / NO
3. TEMPERATURE/FEVER of 100.4 degrees Fahrenheit or above YES / NO
4. OR TWO (2) or more of the following symptoms: YES / NO

- | | |
|--|--|
| <input type="radio"/> Temperature/Fever of 100.4 degrees Fahrenheit or above | <input type="radio"/> Chills |
| <input type="radio"/> Headache | <input type="radio"/> Sore Throat |
| <input type="radio"/> Muscle pain | <input type="radio"/> Loss of taste or smell |
| <input type="radio"/> Fatigue | <input type="radio"/> Congestion or runny nose |
| <input type="radio"/> Nausea or vomiting | <input type="radio"/> Diarrhea |

For all employees - if you have symptoms at any time – do not come to campus.

2. I Have a Potential Exposure – With or Without Symptoms:

I was with a person who has recently been tested for COVID-19. No test results are available. What should I do?

- Do not come to campus.
- Notify your supervisor.
- Contact your health care provider.
- Supervisor, employee and HR will determine ability to work remotely and/or appropriate leave options while awaiting test results.
 - If other person tests negative and employee is symptom free, employee can return to campus as normal.

- If other person tests positive, see section 3 for instructions on confirmed exposure.
- HR provides appropriate campus-wide communication of potential exposure.

For all employees - if you have symptoms at any time – do not come to campus. See section 1 for instructions.

Additional Details about Exposure:

Employees may have been exposed if they are a “close contact” of someone who is infected, which is defined as being within approximately 6 feet (2 meters) of a person with COVID-19 for a prolonged period of time (more than 15 minutes).

3. I Have a Confirmed Exposure – With or Without Symptoms:

I was with a person who has recently received a lab-confirmed positive COVID-19 test. What should I do?

- Do not come to campus.
- Notify your supervisor and/or HR of confirmed exposure to individual with lab-confirmed positive COVID-19.
- Contact your health care provider.
- Supervisor, employee and HR will determine ability to work remotely and/or appropriate leave options until return to work conditions are met. See section 6 for instructions on when to return to work.
- HR provides appropriate campus-wide communication of confirmed exposure.

For all employees - if you have symptoms at any time – do not come to campus. See section 1 for instructions.

Additional Details about Exposure:

Employees may have been exposed if they are a “close contact” of someone who is infected, which is defined as being within approximately 6 feet (2 meters) of a person with COVID-19 for a prolonged period of time (more than 15 minutes).

4. I Have a Lab-Confirmed Positive Test:

I have been tested for COVID-19 and have a lab-confirmed positive test. What should I do?

- Do not come to campus.
- Notify your supervisor and/or HR of lab-confirmed positive COVID-19
- Ability to Continue Remote Work and/or Leave Options:
 - If you are able to work remotely (healthy/well – able to work) – you can continue to work remotely without any campus visits until return to work conditions are met or until unable to continue remote work (too ill – unable to work).
 - If you are unable to continue remote work (too ill – unable to work) – you will have access to appropriate leave. See section 6 for instructions on when to return to work.
 - Contact your supervisor and Human Resources to discuss appropriate leave options.

- See Section 6 for instructions on when to return to work.
- Cleaning, Contact Tracing, and Notification Requirements:
 - If it has been **less than 7 days** since you were on campus – additional cleaning, contact tracing and campus notification requirements include:
 - Area will be closed for at least 24 hours before cleaning.
 - MDH, Local Public Health and Campus Tracers will determine close contacts and notify individuals of possible exposure.
 - Confidential medical information will not be shared.
 - If it has been **more than 7 days** since you were on campus – there are no requirements for cleaning, contact tracing and campus notification.
 - HR provides appropriate campus-wide communication of confirmed exposure.

For all employees - if you have symptoms at any time – do not come to campus. See section 1 for instructions.

5. I Recently Traveled or I am Planning a Trip:

I am planning an out of state trip (personal – not work related). Can I return to work when I am back in MN – or do I need to quarantine/isolate? What should I do?

I am planning international travel (personal – not work related). Can I return to work when I am back in MN – or do I need to quarantine/isolate? What should I do?

- Following current CDC and MDH Guidelines – you can come to campus as normal immediately upon your return from out of state travel.
- Following current CDC and MDH Guidelines – you must stay home for 14 days before returning to campus from international travel.
 - Employees should discuss international travel with their supervisors prior to travel and return to ensure appropriate leave requests have been made before travel occurs.
 - Employees should communicate with supervisors their need to continue remote work without any campus visits until return to work conditions are met and it has been 14 days since return from international travel. See section 6 for instructions on when to return to work.
 - Monitor your health and practice social distancing.
 - Contact your health care provider.

For all employees - if you have symptoms at any time – do not come to campus. See section 1 for instructions.

6. When to Return to On-Campus Work:

Sick employees should follow [steps to prevent the spread of COVID-19](#). Employees should not return to work until they meet the criteria to [discontinue home isolation](#) and have consulted with a healthcare provider and state or local health department.

Employers should not require a sick employee to provide a negative COVID-19 test result or healthcare provider's note to return to work. Employees with COVID-19 who have stayed home can stop home isolation and return to work when they have met one of the following sets of criteria:

- **Option 1** - If, in consultation with a healthcare provider and local public health authorities knowledgeable about locally available testing resources, it is determined **an employee will not have a test** to determine if they are still contagious, the employee can leave home and return to work after these three conditions have been met:
 - The employee has had no fever for at least 72 hours (that is, 3 full days of no fever without the use of medication that reduces fevers)
 - AND
 - Respiratory symptoms have improved (for example, cough or shortness of breath have improved)
 - AND
 - At least 10 days have passed since their symptoms first appeared.

- **Option 2** - If, in consultation with a healthcare provider and local public health authorities knowledgeable about locally available testing resources, it is determined **the employee will be tested** to determine if the employee is still contagious, the employee can leave home after these three conditions have been met:
 - The employee no longer has a fever (without the use of medication that reduces fevers)
 - AND
 - Respiratory symptoms have improved (for example, cough or shortness of breath have improved)
 - AND
 - They received two negative tests in a row, at least 24 hours apart. Their doctor should follow [CDC guidelines](#).

- **Option 3** - If an employee was exposed to a lab-confirmed positive COVID-19 case, the employee can return to campus if:
 - The employee has stayed home and self-quarantined for 14 days, starting from the last day of possible exposure AND meets either Option 1 or 2 above.

For all employees - if you have symptoms at any time – do not come to campus. See section 1 for instructions