

Applies to: Faculty, staff, student employees, students, and volunteers

Responsible Office

Office of the President

POLICY STATEMENT

Testing of symptomatic employees and students to diagnose the coronavirus disease (COVID-19) and implementing safety guidelines are two components of the college’s comprehensive strategy to help protect students, faculty, and staff members and slow the spread of (COVID-19). Decisions about testing are made by state and local health departments or healthcare providers.

Purpose of the Policy

To provide the necessary guidance to its staff, faculty and students, and to minimize and manage risks and significantly mitigate the spread of the virus by testing symptomatic individuals. This policy fulfills the requirements of the *Ohio Department of Health’s Guidance for COVID-19 Testing at Institutions of Higher Education*.

Definitions

| Term | Definition |
|---|--|
| COVID-19-consistent symptoms | According to the Center for Disease Control and Prevention (CDC), symptoms may include a fever of 100.4 or higher; respiratory symptoms, such as dry cough or shortness of breath; sore throat; body ache; headache; congestion or runny nose; fatigue; chills, and new loss of taste or smell. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, and diarrhea. |
| Exposed to an individual with coronavirus | For COVID-19, a close contact is defined as anyone who was within 6 feet of an infected person for at least 15 minutes starting from 48 hours before the person began feeling sick until the time the patient was isolated. |
| Isolation | The term used for separating symptomatic and/or COVID-19 positive individuals from others. Isolation is used to separate people infected with the virus (both those who are sick with COVID-19 and those infected but without symptoms) from people who are uninfected. |
| Viral tests | Viral tests approved or authorized by the Food and Drug Administration (FDA) are used to diagnose current infection with SARS-CoV-2, the virus that causes COVID-19. Viral tests evaluate whether the virus is present in respiratory or other samples. Results from these tests help public health officials identify and isolate people who are infected to minimize SARS-CoV-2 transmission |
| Quarantine | The term used for asymptomatic individuals who have been exposed to someone who is symptomatic and/or positive or have traveled domestically to “hot spot” states. Quarantine is used to separate from others someone who might have been exposed to COVID-19. Quarantine helps prevent spread of disease that can occur before a person is sick or knows if they are infected with the virus without feeling symptoms. People in quarantine should follow directions from their state or local health department. |
| “Hot spots” | For this purpose, defined as those states or U.S. territories that the CDC reports having the highest number of cases in the last seven days on the CDC data tracker (those states in the far-right category). |

Policy Details

- I. All COTC students, faculty, and staff are expected to meet the outlined behavioral and safety expectations when they are physically present at any college activity, on or off campus. All students, faculty, and staff also are required to perform a daily wellness check to identify **COVID-19-consistent symptoms** each day they intend to be physically on a COTC campus. Members of the college community who show COVID-19-consistent symptoms are subject to diagnostic testing. Testing should be completed within 24 hours of the individual becoming symptomatic, preferably within the same day the individual develops symptoms.

Applies to: Faculty, staff, student employees, students, and volunteers

- II. COTC is partnering with the local hospitals in the counties within the college's service district [Licking Memorial Hospital, Knox Community Hospital, and Coshocton Regional Medical Center] to fulfill the critical elements needed to conduct COVID-19 testing, including specimen collection and **viral test** processing for symptomatic individuals.
- III. Faculty, staff, and students who become symptomatic while on campus must exit and remain off campus until their test result is returned.
- IV. Residential students must follow The Ohio State University's protocol for testing and quarantine.
- V. Symptomatic individuals are not permitted to be present physically in class, work, or other on-campus activities until their test results are available. Individuals who tested positive for COVID-19 are not permitted on college property until the individual meets the conditions outlined below.
- VI. A contact-tracing process will commence to identify those with whom the positive tested student or employee may have come in close contact. The appropriate county/city health departments will oversee the contact-tracing process and individuals are expected to follow the subsequent direction(s) of the local health department and the healthcare provider(s) of record.
- VII. Individuals who learn of a possible COVID-19 case or another person's COVID-19 antibodies status are not permitted to share the person's health information with colleagues. This is a violation of their privacy, and this information is protected by HIPAA and other laws.

PROCEDURE

- I. Behavioral and Safety Expectations.
 - A. All individuals must follow safe campus requirements to include but not limited to wearing masks, hand hygiene, physical distancing (maintaining a distance of at least six feet from others), wellness checks/health symptom monitoring, and must participate in contact tracing, quarantining, and isolating as may be required by public health authorities. Unless exempted by Human Resources, Office of Student Life Disability Services or guidelines issued by the Ohio Department of Health, individuals are required to wear face masks covering nose and mouth on COTC's campuses. Masks are required to be worn in all indoor settings on our campuses unless you are alone in the privacy of your room/office. Masks must also now be worn outdoors in settings on campus, even when individuals can maintain appropriate physical distancing. Indoors or outdoors, exceptions are made for those dining, participating in strenuous exercise or taking part in performance-based classes as long as physical distancing can be maintained. Additionally, there is an exception for college staff working outdoors for long periods of time who are able to maintain appropriate physical distancing and have a mask available if needed.
 - B. Wellness checks. All individuals (faculty, staff, students, and visitors) who visit campus must conduct a daily wellness check (e.g., symptom and temperature screening) to identify signs or symptoms consistent with COVID-19 before they enter any campus or college property.
 1. Employees.
 - a. Employees must check their temperature and confirm they are free of COVID-19-consistent symptoms at home prior to entering campus.
 - b. If symptom free, employees must email or otherwise document with their supervisor that the wellness check has been successfully completed and that they will be entering campus.
 - c. Employees with COVID-19 consistent symptoms are not permitted to enter campus, must follow usual call-off procedures, and should contact their primary care provider or the local health department for guidance.
 2. Supervisors.
 - a. Confirm each day that each employee has completed their wellness check before entering campus.
 - b. Keep a record that employees reporting to campus confirmed they completed their wellness check each day. Do not ask for or record the actual temperatures or other data, simply record that they completed the wellness check before the start of their shift or otherwise entering campus with authorization.

Applies to: Faculty, staff, student employees, students, and volunteers

- c. Upon receiving a report, confirmed or unconfirmed, that a member of your team has been exposed to or has contracted COVID-19, contact the director, human resources at 740-366-9360 or ralston.87@mail.cotc.edu.
 3. Students.
 - a. All students must check their temperature and confirm they are free of COVID-19-consistent symptoms at home prior to entering campus.
 - b. Residential students must follow The Ohio State University's protocols for testing and quarantine (<https://safeandhealthy.osu.edu/living-campus>).
 - c. Non-residential students who are experiencing COVID-19-consistent symptoms or have tested positive must not come on to campus or attend college activities.
 - d. On-campus wellness checks will be completed daily with each student by college personnel before the student may be present physically at any on-campus classes.
 - e. If symptom free, the student may be present physically at the on-site class or activity.
 - f. Students who become symptomatic while on campus are not permitted to be present physically at on-site classes or attend college activities, should quarantine themselves and begin the testing process by contacting their primary care physician or the local hospital in their county as outlined below. Non-residential students are not permitted to remain on campus.
- C. Domestic travel-related campus access restriction. This restriction applies to college employees who are direct service providers/have face-to-face interaction with students. Employees in this category who travel to any states identified as "hot spots" must not enter any COTC campus for 14 days after their return to Ohio. While restricted from campus, employees may utilize their accrued sick leave or vacation time or work from home with their supervisor's approval. Employees who cannot work from home and have no available paid leave must utilize leave without pay.
- D. Failure to adhere to these behavioral and safety expectations will be addressed through standard enforcement mechanisms, and an approach built on escalation, whereby adherence will be reinforced through education, choice, and peer support before escalating to disciplinary or corrective action. When violations are serious and/or ongoing, they will be addressed as follows:
 1. Students: Unless exempted by the Office of Student Life Disability Services, a student and/or student organization will be referred for disciplinary action where the student and/or student organization's behavior endangers the health or safety of campus community members, on or off campus, and/or fails to comply with the behavioral and safety expectations.
 - a. During an incident in which a student is not adhering, the student first will be asked to comply (e.g., to wear a mask). If this does not resolve the situation, the student will be reminded about safe and healthy requirements. If the student continues to refuse, the student will be told to leave the location and not to return until they are prepared to follow the requirements.
 - b. For all situations, except those involving students who quickly comply when reminded, the incident will be reported to the dean of students for potential disciplinary action and to assist with appropriate tracing.
 2. Faculty: Continued refusal will be addressed through the disciplinary process outlined for full-time faculty in the *Agreement between Central Ohio Technical College and the United Faculty/COTC, AFT/OFT*.
 3. Staff: Formal corrective action will be pursued when there exists clear intent, pattern, or neglect on the part of the staff member to comply with the behavioral and safety expectations. For example, if a staff member refuses to wear a face mask when required, they may not continue working and will be sent home and required to take leave. Further refusal without an approved accommodation may be determined to be insubordinate behavior and result in formal corrective action. Formal corrective action decisions will be made in consultation with the director, human resources.

Applies to: Faculty, staff, student employees, students, and volunteers

II. Testing.

- A. Individuals experiencing COVID-19-consistent symptoms or that have been **exposed to an individual with coronavirus (SARS-CoV-2)** should **quarantine** themselves and begin the testing process by contacting their primary care physician or going to:
1. In Licking County, the Licking Memorial Hospital drive through clinic located at 131 McMillian Drive, Newark, Ohio. The clinic is open Monday through Friday from noon until 5:00 pm.
 2. In Knox County, Knox Community Hospital Urgent Care located at 1490 Coshocton Avenue, Mount Vernon, Ohio. Hours of operation: Monday-Friday 8:00am-8:00pm, Saturday & Sunday 8:00am-7:00pm.
 3. In Coshocton County, call the Coshocton Regional Medical Center's COVID-19 hotline at (740) 623-4019. The hotline is available seven days/week from 8:00am to 11:00pm. The CRMC Respiratory Screening Center located at in the Medical Arts Building at 406 South 15th Street, Coshocton, Ohio. Hours of operation: Monday through Friday 8:00am to 4:00pm,
- B. Individuals who develop COVID-19-consistent symptoms on-campus will be isolated immediately from others, instructed to leave campus, and referred to the healthcare facilities above to begin the testing process. Any other employee who was exposed also will be instructed to leave campus pending test results.

III. Isolation.

- A. Once a student or employee has tested positive for COVID-19, the individual must isolate in accordance with the instructions provided by their health care provider.
- B. Students will be able to continue their classes remotely in most cases.
- C. Employees may work from home during isolation/quarantine, if his/her work permits such an opportunity. If telework is impermissible, the employee may use available, accrued sick time during the isolation period.

IV. Returning to campus after a positive COVID-19 test.

- A. An employee or student who tested positive may return to campus in accordance with CDC guidance. For most persons with COVID-19, isolation and precautions can generally be discontinued 10 days after symptom onset and resolution of fever for at least 24 hours, without the use of fever-reducing medications and with improvement in other symptoms.

Responsibilities

| Position or Office | Responsibilities |
|---------------------------|---|
| Dean of students | <ol style="list-style-type: none"> 1. Receive and review reports of behavioral and safety expectation non-compliance for potential disciplinary action. 2. Assist with appropriate tracing. |
| Director, human resources | <ol style="list-style-type: none"> 1. Provide guidance to employees who are quarantined/isolated regarding leave options and procedures. 2. Receive COVID-19 reports from supervisors. 3. Receive and review reports of behavioral and safety expectation non-compliance for potential corrective action. |
| Employees | <ol style="list-style-type: none"> 1. Adhere to the safe campus requirements to include but not limited to wearing masks, hand hygiene, physical distancing (maintaining a distance of at least six feet from others), wellness checks/health symptom monitoring, and must participate in contact tracing, quarantining, and isolating as may be required by public health authorities. 2. Do not come to campus if you are experiencing COVID-19-consistent symptoms. 3. Begin the testing process if experiencing COVID-19-consistent symptoms or if you have been exposed to a confirmed COVID-19 case. 4. If unable to telework, follow proper call off procedures. 5. If coming to campus, complete a wellness check at home before arriving at campus. Upon successful completion, email or document completing the wellness check with your supervisor and proceed to campus. 6. If positive for COVID-19, stay off campus until meeting the guidance issued by the CDC. |

Applies to: Faculty, staff, student employees, students, and volunteers

| Position or Office | Responsibilities |
|--------------------------|---|
| Non-residential students | <ol style="list-style-type: none"> Adhere to the safe campus requirements to include but not limited to wearing masks, hand hygiene, physical distancing (maintaining a distance of at least six feet from others), wellness checks/health symptom monitoring, and must participate in contact tracing, quarantining, and isolating as may be required by public health authorities Do not come to campus if you are experiencing COVID-19-consistent symptoms. Begin the testing process if experiencing COVID-19-consistent symptoms or if you have been exposed to a confirmed COVID-19 case. If coming to campus, complete a wellness check before physically being present at on-site classes or campus activities. If positive for COVID-19, stay off campus until meeting the guidance issued by the CDC. |
| Residential students | <ol style="list-style-type: none"> Adhere to the safe campus requirements to include but not limited to wearing masks, hand hygiene, physical distancing (maintaining a distance of at least six feet from others), wellness checks/health symptom monitoring, and must participate in contact tracing, quarantining, and isolating as may be required by public health authorities Complete a daily wellness check before participating in on-campus classes or activities. If experiencing COVID-19-consistent symptoms, do not participate in on-campus classes or activities AND follow The Ohio State University protocols for testing and quarantine. |
| Supervisors | <ol style="list-style-type: none"> Confirm each day that each employee has completed their wellness check before entering campus. Keep a record that employees reporting to campus confirmed they completed their wellness check each day. Do not ask for or record the actual temperatures or other data, simply record that they checked before the start of their shift or otherwise entering campus with authorization. Upon receiving a report, confirmed or unconfirmed, that a member of your team has been exposed to or has contracted COVID-19, contact the director, human resources at 740-366-9360 or ralston.87@cotc.mail.edu. |

Resources

COTC's Coronavirus website, <https://u.cotc.edu/covid19updates/>

Responsible RestartOhio Guidance for Institutions of Higher Education,

<https://coronavirus.ohio.gov/static/responsible/Higher-Education.pdf>

CDC data tracker, <https://www.cdc.gov/covid-data-tracker/#cases>

CDC Guidance for Discontinuation of Isolation for Persons with COVID-19, <https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>

Contacts

| Subject | Office | Telephone | E-mail/URL |
|--------------------------|---------------------------|--------------|--|
| Policy questions | Office of the President | 740-366-9407 | Parrill.9@osu.edu |
| Employee leave questions | Office of Human Resources | 740-366-9360 | Ralston.87@mail.cotc.edu |
| Student questions | Office of Student Life | 740-366-9219 | Mason.536@mail.cotc.edu |

History

Issued: 08/19/2020