



Procedures Manual

COVID-19 Symptoms and/or Diagnosis

Number: SS-408

Policy Number (if applicable):

Office of Primary Responsibility: Office of the President

Effective Date: May 15, 2020

Purpose:

Hocking College is committed to the safety of students, faculty, staff, and the community. This procedure sets forth protocol related to COVID-19 symptoms and/or diagnosis with a goal to try to limit the number of people on any Hocking College Campus who are at high risk of being COVID-19 positive. All employees and students that have COVID-19 symptoms and/or test positive for COVID-19 must be pre-approved before being allowed to enter any Hocking College Campus.

Definitions:

COVID-19 Symptoms – Symptoms* include **cough** or **shortness of breath or difficulty breathing** and/or **at least two** of the following:

- ✓ Fever
- ✓ Chills
- ✓ Repeated shaking with chills
- ✓ Muscle pain
- ✓ Headache
- ✓ Sore throat
- ✓ New loss of taste or smell

*This list will updated in accordance with CDC Guidelines:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Hocking College Campus – means all property owned, leased, or controlled by Hocking College, including surrounding areas such as sidewalks, bike paths, driveways, and parking lots.

Procedures:

COVID-19 Symptoms and/or Diagnosis

Notification

All employees/students that have COVID-19 symptoms or a COVID-19 diagnosis must send an email to COVID@hocking.edu. HR and the Hocking College Police Department (HCPD) will monitor the COVID@hocking.edu. If HR is unavailable to process a case, the Chief of Police or the VP, Student Affairs & Campus Relations will process the case on behalf HR.

The Office of Human Resources (HR) will:

- ✓ Notify the employee/student to inform them that they may not return to campus until further notice. If the student lives on campus, notify the VP, Student Affairs & Campus Relations to set up quarantine protocol.
- ✓ Employee - in collaboration with the respective Cabinet member, determine if remote work is approved for the employee and communicate with the employee whether they will be doing remote work or using appropriate leave time.
- ✓ Student - Notify the Advisor and Dean for the student so they can create an academic plan to keep the student on track.
- ✓ Maintain a master document of notice, return to campus, and other relevant details.

Quarantine

Employees will work remote work, if approved by their respective Cabinet member, or submit appropriate leave time.

If the student lives on campus, he/she will be quarantined pursuant to the *Campus Health & Safety Coronavirus Disease 2019 (COVID-19) Quarantine Procedures*.

HR Screening and Monitoring

Screening - HR will screen the employee/student to determine the date when symptoms first began.

Monitoring - Employee/student will be monitored by HR remotely until they are free of fever (without the use of medicine) for at least 72 hours (three full days) AND symptoms have improved for at least 72 hours AND at least seven days have passed since symptoms first began - whichever is longer.

- ✓ Medical Attention: Employee/student will be provided with instructions encouraging them to seek medical attention.

Return to Campus

HR will send notification to the employee/student to return to campus.

Reporting

HR will report suspected cases or exposures to the Athens County Health Department.