



Procedures Manual

Campus Health & Safety Coronavirus Disease 2019 (COVID-19) Quarantine Procedures

Number: SS-409

Policy Number (if applicable):

Office of Primary Responsibility: Vice President, Student Affairs & Campus Relations

Effective Date: April 6, 2020

Purpose:

This procedure provides a process for employees and students when an employee or a student living in campus housing experiences COVID-19 symptoms. It is aimed at limiting the survival of novel coronavirus in key environments. This procedure may be modified to reflect current research, CDC [Guidelines](#), and state orders and regulations.

Definitions:

- *Cleaning*: refers to the removal of dirt and impurities, including germs, from surfaces. Cleaning alone does not kill germs. But by removing the germs, it decreases their number and therefore any risk of spreading infection.
- *Disinfecting*: works by using chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs. But killing germs remaining on a surface after cleaning further reduces any risk of spreading infection.
- *Symptoms*: Employees/students with suspected or with confirmed COVID-19 are experiencing some/all of the following symptoms:
 - ✓ Cough
 - ✓ Fever
 - ✓ Runny nose
 - ✓ Sore throat
 - ✓ Difficulty breathing

Procedure – Employees

If an employee, or someone they live with, is experiencing active symptoms – They must STAY HOME. Likewise, if an employee, or someone they live with, develops symptoms, notify HR and DO NOT LEAVE HOME except as directed by your health care provider.

Procedure – Residence Hall Students

Step One: Students Not on Campus

- Shelter in Place - students not currently on campus are not allowed to return to campus until further notice.
- Access to Personal Items Process – notify the Director of Housing and Student Life to schedule an appointment to pick up personal items. If a student or someone they are living

with is experiencing symptoms, campus housing staff will package items and place them in the warehouse for pick-up or shipment (upon receipt of payment for shipping costs).

- All access cards for students not currently on campus are deactivated.

Step Two: Students on Campus with Symptoms

Self-Reporting

Any student that has some/all symptoms shall immediately contact the Director of Housing and Student Life by email or phone and the Hocking College Police Department (HCPD) at (740) 753-6598. Contact in person is prohibited.

The Director of Housing and Student Life and the Hocking College Police Department (HCPD) will notify the President and Vice President of Student Affairs & Campus Relations.

Mandatory Reporting Requirement

Anyone with knowledge of a student that has some/all of the symptoms must immediately contact the Director of Housing and Student Life and the Hocking College Police Department (HCPD) at (740) 753-6598.

The Director of Housing of and Student Life and the Hocking College Police Department (HCPD) will notify the President, Vice President of Student Affairs & Campus Relations, and Hocking College Police Department.

Failure to report may result in disciplinary action.

Step Three: Determine Students/Area(s) at Risk

The Director of Housing and Student Life will determine other students/employees as well as areas that have been exposed. All students/employees that have been exposed will be quarantined and all affected areas will be sanitized (see Step Four and Five).

Step Four: Sanitization

Students will be provided with supplies, disposable gloves, and instructions to sanitize their dorm room and bathroom. Students will **clean and disinfect frequently touched surfaces following [CDC guidance for cleaning and disinfection](#) (see Appendix A and Appendix B below).**

Students will be provided with information regarding:

- Hazards of the cleaning chemicals used in the workplace in accordance with OSHA's Hazard Communication standard ([29 CFR 1910.1200](#))
- OSHA's standards on Bloodborne Pathogens ([29 CFR 1910.1030](#)), including proper disposal of regulated waste, and PPE ([29 CFR 1910.132](#)).

Step Five: Quarantine

- Duration: Student(s) with symptoms, and any other student that has been in contact with the student, will be under a 14-day Quarantine Order and isolated for 14 days or until 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.

- Primary Care Doctor: Student(s) are under a 14-day Quarantine Order will be provided with instructions specifying that if they become ill during this time they should contact their primary care doctor.
- Location: Determined on a case-by-case basis.
- Visitors: Student(s) must stay in their room and may not have visitors.
- Facilities Maintenance: Maintenance will only be performed for emergencies.
- Laundry: Student(s) will be provided with laundry detergent and drying racks so they can hand wash clothing within their room. See ***Linens, Clothing, and Other Items That Go in the Laundry*** in Appendix B.
- Food and Beverages: Student(s) will consume all food and beverages in their rooms. See Step Seven for details.
- CDC Guidelines: All relevant CDC Guidelines will be provided to Student(s) including, but not limited to *How to Protect Yourself and Others* found [here](#).

Step Six: Notification to the Ohio Department of Health – Athens County

The Vice President of Student Affairs & Campus Relations will send the name(s), location, and other relevant information as requested to the Ohio Department of Health – Athens County.

Step Seven: Food and Beverages

- Student(s) will be provided with food and beverage options via email.
- Student(s) shall notify housing of their food requests by noon each Friday for the following week.
- Food and beverages will be delivered to student(s) and left outside their dorm room door at 10:00 am on Mondays and Thursdays.

Step Eight: Monitor

- Student(s) will be monitored remotely for 14 days or until 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.
- Student(s) will be provided with ongoing reminders and updates regarding health and safety.
- Emergency services will be contacted for severe health conditions.

For questions about this procedure, contact Jacqueline C. Hagerott, Vice President, Student Affairs & Campus Relations @ hagerottj@hocking.edu

Appendix A How to Clean and Disinfect

Surfaces

- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfectants should be effective.
 - Diluted household bleach solutions can be used if appropriate for the surface. Follow manufacturer's instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.
- Prepare a bleach solution by mixing:
 - 5 tablespoons (1/3rd cup) bleach per gallon of water or
 - 4 teaspoons bleach per quart of water
 - [Products with EPA-approved emerging viral pathogens claims external icon](#) are expected to be effective against COVID-19 based on data for harder to kill viruses. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).
 - For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning:
 - If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely.
 - Otherwise, use products with the EPA-approved emerging viral pathogens claims (examples at [this linkpdf iconexternal icon](#)) that are suitable for porous surfaces

Linens, Clothing, and Other Items That Go in the Laundry

- Do not shake dirty laundry; this minimize the possibility of dispersing virus through the air.
- Wash items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Dirty laundry that has been in contact with an ill person can be washed with other people's items.
- Clean and disinfect hampers or other carts for transporting laundry according to guidance above for hard or soft surfaces.

Appendix B Personal Protective Equipment (PPE) and Hand Hygiene

- **Cleaning staff should wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.**
 - Gloves and gowns should be compatible with the disinfectant products being used.
 - Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
 - Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to **clean hands** after removing gloves.
- Gloves should be removed after cleaning a room or area occupied by ill persons. **Clean hands** immediately after gloves are removed.
- Cleaning staff should immediately report breaches in PPE (e.g., tear in gloves) or any potential exposures to their supervisor.
- **Cleaning staff and others should clean hands often**, including immediately after removing gloves and after contact with an ill person, by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains 60%-95% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
- Follow normal preventive actions while at work and home, including cleaning hands and avoiding touching eyes, nose, or mouth with unwashed hands.
 - Additional key times to clean hands include:
 - After blowing one's nose, coughing, or sneezing
 - After using the restroom
 - Before eating or preparing food
 - After contact with animals or pets
 - Before and after providing routine care for another person who needs assistance (e.g., a child)