

COVID-19: Employee Guidelines

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COVID-19 Safety Guidelines

Overview

The health and safety of our faculty, staff and students is our number one priority as we respond to the COVID-19 pandemic. Millsaps will comply with state, local, and federal government guidelines as we strive to balance health concerns with the needs of our institution.

This Guide outlines the protocols to support on-campus operations while taking steps to minimize the risk associated with COVID-19. Utilizing information from Centers for Disease Control and Prevention (CDC), Occupational Safety and Health Administration (OSHA), and the American College Health Association guidance.

While we will implement various protocols to reduce the risk associated with COVID-19, it's up to you and your co-workers to execute on these protocols daily. Failure to do so may result in corrective action.

We understand that every employee's situation is different and encourage those with specific risks or concerns to reach out to their director, dean, or human resources to discuss alternate arrangements, should they be necessary.

Millsaps reserves the right to alter or amend these Guidelines as new information and guidance is issued at the federal, state and local level.

Symptom Monitoring Requirement

Employees must conduct symptom monitoring every day before reporting to work. As part of our comprehensive strategy for monitoring our risk for COVID-19 on campus, we are utilizing a daily self-reporting app called *#CampusClear*. Employees should download the free app from the [Apple Store](#) or [Google Play](#) and set up a profile by logging in with your Millsaps email address; specifically, the address that is the first five letters of your last name followed by your first and middle initials (for example, seweljl@millsaps.edu). You will then receive an email with a confirmation link; once you confirm, you will have full access to the app. Be sure to enable push notifications from the app. You will receive one notification each day, prompting you to complete the short, one question self-screener.

If you don't have a smartphone, you can set up your profile [here](#), then bookmark the site and report daily.

Employees should complete the daily symptom check and follow the steps as instructed.

Any employee with COVID-19 related symptoms must stay home (or leave the workplace immediately) and notify their manager. Employees should use the [Millsaps COVID-19 Health Decision Tree](#) to determine appropriate steps to follow in cases of COVID-19 related symptoms, positive test results, and/or receiving notification of being in close contact with an individual who has tested positive for COVID-19.

Employees should be personally and collectively responsible for maintaining a safe lifestyle in order to avoid the risk of exposure to themselves and others. Therefore, employees are expected to abide by the current CDC guidelines to stay healthy, both in the workplace and outside the workplace. The guidelines for safe practices during the coronavirus may be found at the CDC's website: www.cdc.gov.

Employees must certify and affirm that they:

- Have not tested positive for COVID-19 during the past 10 days.

- Have not been tested for COVID-19 and are awaiting results.
- Have not been in close contact with someone who has tested positive for COVID-19, is suspected of having COVID-19, or has symptoms associated with COVID-19 within the last 10 days.
- Do not have a fever (100.4 F or higher) or a sense of having a fever.
- Have not experienced any of the following symptoms: fever or chills; cough; shortness of breath or difficulty breathing; fatigue; muscle or body aches; headache; new loss of taste or smell; sore throat; congestion or runny nose; nausea or vomiting; diarrhea. Please refer to the [CDC Coronavirus Disease Symptom](#) page which includes a Self-Checker.
- Have not traveled internationally during the past 14 days.

Social Distancing Protocols

Maintaining 6 feet between you and others is one of the best tools we have to avoid being exposed to the COVID-19 virus and slowing its spread. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you have no symptoms. Social distancing is important for everyone, especially to help protect people who are at higher risk of getting very sick.

Employees should follow social distancing best practices while at work, including but not limited to workstations, the cafeteria and other dining facilities, common areas (lobbies, restrooms, breakrooms) and office spaces.

Specifically, employees are asked to:

- Practice social distancing following local guidelines. CDC recommends maintaining 6 feet distance between you and others
- Avoid job tasks that require face-to-face work with others when possible
- Avoid close personal contact with others (e.g., handshakes)
- Establish paperless processes where possible
- Use electronic means of document delivery as much as possible
- Avoid touching surfaces that may have been touched by others when possible
- Distance themselves from anyone who appears to be sick
- Avoid gathering when entering and exiting the facility
- Disinfect their workspace often
- Avoid touching their face
- Avoid nonessential gatherings
- Stagger lunches to limit the number of individuals in the break room or cafeteria
- Avoid using common areas. Socializing in work areas, congregating in the hallway, and similar non-essential activities are not permitted.

If you work in an office, no more than one person should be in the same room unless the required 6 feet of distancing can be consistently maintained. If more than one person is in a room, masks should be worn at all times.

Departments should evaluate open work environments and meeting rooms to institute measures to physically separate and increase distance between employees, students, and visitors such as:

- Place visual cues such as floor decals, colored tape, or signs to indicate appropriate distancing
- Place one-way directional signage for large open work spaces with multiple through-ways to increase distance between employees moving through the space
- Consider designating specific stairways for up or down traffic if building space allows
- Remove or rearrange chairs and tables or add visual cue marks in meeting rooms to support social distancing practices between attendees

Face Masks/Neck Gaiters

Face masks/neck gaiters must be worn by all employees while on campus when in the presence of others, in all common areas (e.g., common work spaces, meetings rooms, classrooms, restrooms, reception areas, etc.) and when traversing campus. Employees should wear masks/gaiters when entering and exiting the workplace but will not be required when working alone in an office or protected work-space. Faculty should wear a face mask in the classroom at all times and adhere to social distancing guidelines.

At the discretion of the faculty member, face masks may be removed in an **outdoor classroom** once all students are in place. Strict social distancing of a minimum of 6 feet must be maintained at all times and masks must be worn when entering and exiting the classroom setting.

Appropriate use of a face mask is critical in minimizing risks to others near you. You could spread COVID-19 to others even if you do not feel sick. The mask is not a substitute for social distancing.

Refer to [CDC Considerations for Wearing Masks](#) and [Improve How Your Mask Protects You](#) for more information.

Wear Your Mask Correctly

- Wash your hands before putting on your mask
- Put it over your nose and mouth and **secure it under your chin**
- Make sure you mask fits snugly against your face
- Pick a mask with layers to keep your respiratory droplets in and others' out
- Make sure you can breathe easily
- CDC does not recommend use of masks or cloth masks for source control if they have an exhalation valve or vent
- CDC does not recommend using face shields or goggles as a substitute for masks

Your mask should:

- Reach above the nose, below the chin, and completely cover the mouth and nostrils
- Fit snugly against the sides of the face
- Be made of multiple layers of fabric that you can still breathe through
- Contain a nose wire to prevent air from leaking out of the top of the mask



Handwashing

Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place or common area, or after blowing your nose, coughing, sneezing, or touching your face.

Wash your hands for 20 seconds throughout your work shift and before you leave to go home. Aim for washing your hands 10 times per day.

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.

Coughing/Sneezing Hygiene

If you are in a private setting and do not have on your mask, remember to always cover your mouth and nose with a tissue (or use the inside of your elbow) when you cough or sneeze. Be sure to throw used tissues in the trash. Immediately wash your hands with soap and water for at least 20 seconds or if soap is not available, clean your hands with hand sanitizer. Ensure that you are following Personal disinfection protocols each day related to your work area.

Personal Disinfection Responsibility

While custodial crews will continue to clean common areas and work spaces, additional care should be taken to wipe down commonly used surfaces. Employees should clean and disinfect the area and surfaces they commonly use. Employees should also avoid using others' workstations, tools and equipment. Additionally, whenever an employee uses a common piece of equipment (e.g., copiers, printers, classroom and/or conference room technology equipment, microwave, coffee makers, water dispensers, desks, tables, light switches, door knobs, etc.), it should be wiped down prior to and following use. Employees should wash their hands or use hand sanitizer before and after using common equipment.

Additional care should be taken to wipe down classrooms, conference rooms, meeting spaces, and other common areas. Before using an area, and before leaving any area in which you have been working, employees must wipe down all work areas with proper disinfecting solution. Faculty should provide instructions and expectations to students regarding responsibility for cleaning their individual desk/workspace at the end of class and ensure that teaching spaces are cleaned following every use. Proper cleaning and disinfecting supplies will be provided by the College. We recommend hand washing with soap and water for at least 20 seconds after cleaning or sanitizing a surface or area.

Travel Restrictions

All non-essential business travel is suspended until further notice. Employees should be mindful of COVID-related travel advisories (<https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notice.html>) for essential business travel, as well as any personal travel. Any mission-critical business travel exceptions must be approved in advance by the appropriate senior administrator. We continue to monitor all federal or state mandates regarding travel both international and domestic and will provide updates as needed.

Requests for Temporary Modified Work Arrangement for Employees at High Risk

Employees who have been instructed to return to on-campus work and have concerns about doing so due to a medical condition that places them in a higher risk group may seek an accommodation by completing a [Request for Temporary Modified Work Arrangement for Employees at High Risk](#) form. The Request should be delivered to humanresources@millsaps.edu. Human Resources will engage the employee to appropriately address the request.

Meetings

Convening in groups increases the risk of viral transmissions. Where feasible, meetings should be conducted in whole or part using alternative meeting platforms such as WebEx, Microsoft Teams or Zoom, or a conference call. When virtual meetings are not possible, attendees must adhere to social distancing and face mask protocols.

Dining on Campus

- Employees may not dine in the cafeteria or Reubens due to limited seating. Carry-out plates are available.
- Before and after eating, you should wash your hands thoroughly to reduce the potential transmission of the virus.
- When dining on campus, you should wear your mask or face covering until you are ready to eat and then replace it afterward.
- Employees are encouraged to take food back to their office area or eat outside, if this is reasonable for your situation.
- If you are eating in your work environment (break room, office, etc.), maintain 6 feet distance between you and others.
- Individuals should not sit facing one another.
- Only remove your mask or face covering in order to eat, then put it back on.
- Departments should remove or rearrange chairs and tables or add visual cue marks in employee break rooms to support social distancing practices between employees.
- Employees should wipe all surfaces, including table, refrigerator handle, coffee machine, etc. after using in common areas.

Millsaps' Volunteers and Affiliated Entities

All individuals serving in a volunteer role or associated with an on-campus affiliated entity are required to follow the safety protocols contained within this document. Failure to do so may result in suspension of volunteer activities or affiliation agreement.

Millsaps Covid-19 Campus Event, Visitor and Guest Policy

All Millsaps Guests: *All guests to the college's campus must follow established COVID-19 guidelines and regulations, including self-monitoring of symptoms and only coming to campus if symptom-free. All guests must adhere to guidelines for appropriate social distancing and hygiene/handwashing, and wear masks/neck gaiters at all times except when eating. Non-academic and/or non-athletic gatherings and group activities are currently limited to 10 people indoors and 50 people outdoors when social distancing is not possible, as ordered by the Governor (Executive Order 1535). In accordance with that Executive Order, Millsaps College requires that individuals attending non-academic and/or non-athletic gatherings or group activities maintain a minimum of six feet of social distance from one another.*

Refer to the Millsaps Coronavirus Community Updates and Resources page for additional information:

<https://www.millsaps.edu/coronavirus/> .

Employee Requirements if Experiencing Symptoms, Tested Positive for Covid-19, or Identified as a Close Contact of Someone Who Has Been Diagnosed with Covid-19

Any employee who:

- is experiencing COVID-19 symptoms;

- has tested positive for COVID-19; or
- has been identified as a close contact to someone who has been diagnosed with or tested positive for COVID-19, should follow the [Millsaps Health Decision Tree](#) and complete the [Millsaps COVID Notification Form](#). Human Resources will conduct appropriate follow-up with the employee upon receipt of the Notification Form or any type of notification.

Employees who have exposure to someone with suspected or confirmed COVID-19 are not required to quarantine if they meet all the following criteria:

- Are fully vaccinated (i.e., >2 weeks following receipt of the second dose in a 2-dose series, or > 2 weeks following receipt of the one dose of a single-dose vaccine)
- Are within 3 months following receipt of the last dose in the series
- Have remained asymptomatic since the current COVID-19 exposure

Proof of vaccination will be required.

Employees should notify their Director and follow the appropriate guideline below relative to your situation.

Guidelines for Employees Who Are Experiencing Symptoms of COVID-19

- Stay home or leave work immediately if symptoms develop while at work.
- Contact your healthcare provider. Follow healthcare provider instructions. Get tested if instructed by healthcare provider.
- Complete daily symptom monitoring using [#CampusClear](#) app or use the [#CampusClear web page](#).
- Follow the steps in the [Millsaps Health Decision Tree](#).
- Complete the [COVID Notification Form](#) as needed.
- Notify your Director or Dean of your work status.
- Continue using [#CampusClear](#) app or use the [#CampusClear web page](#) daily.
- Refer to [CDC When to Quarantine](#) and contact humanresources@millsaps.edu for assistance.

If you are sick with COVID-19 or think you might have COVID-19, the CDC recommends following the steps to care for yourself and to help protect other people in your home and community.

- Stay home. Most people with COVID-19 have mild illness and can recover at home without medical care.
- Take care of yourself. Get rest and stay hydrated. Take over-the-counter medicines, such as acetaminophen, to help you feel better.
Stay in touch with your doctor. Call before you get medical care. Be sure to get care if you have trouble breathing, or have any other [emergency warning signs](#), or if you think it is an [emergency](#).
- Avoid public transportation, ride-sharing, or taxis.

Guidelines for Employees Who Have Tested Positive for COVID-19

- Follow the steps in the [Millsaps Health Decision Tree](#).
- Complete the [COVID Notification Form](#) as needed.
- Notify your Director or Dean of your work status.
- Continue using #CampusClear app or use the [#CampusClear web page](#) daily.
- Refer to [CDC Isolate if you are Sick](#) and contact humanresources@millsaps.edu for assistance.

Employees who tested positive for COVID-19 and HAVE SYMPTOMS may discontinue isolation under the following conditions:

- At least 10 days have passed since symptoms first appeared **and**
- 24 hours with no fever without the use of fever-reducing medications have passed **and**
- Other symptoms of COVID-19 are improving. Loss of taste and smell may persist for weeks or months after recover and need not delay the end of isolation.
- Most people do not require testing to decide when they can be around others; however, if your healthcare provider recommends testing, they will let you know when you can resume being around others based on your test results. Physician certification may be required to return to work.

Employees who tested positive for COVID-19 but HAD NO SYMPTOMS may discontinue isolation under the following conditions:

- If no symptoms develop you may discontinue isolation after 10 days have passed since you had a positive viral test for COVID-19.
- Most people do not require testing to decide when they can be around others; however, if your healthcare provider recommends testing, they will let you know when you can discontinue isolation based on your test results. Physician certification may be required to return to work.
- If you develop symptoms after testing positive, follow the guidelines above for [Employees Who Have Tested Positive for COVID-19](#).

Employees who were severely ill with COVID-19 or have a severely weakened immune system due to a health condition or medication may need to remain at home longer than 10 days and up to 20 days after symptoms first appear. Talk to your healthcare provider for more information.

Employees who have tested positive will be asked to assist with identifying close contacts. Depending on the circumstances, Millsaps may notify impacted employees if there is a confirmed case of COVID-19 in the workplace. We may elect to close the office for a period of time following a confirmed case to allow for natural deactivation of the virus, as well as to take appropriate disinfection steps.

Guidelines for Employees Identified as a Close Contact of Someone Who Has or Is Suspected to Have COVID-19

Employees who have been identified as being in close contact with someone who has tested positive for COVID-19 must quarantine for no less than 10 days following the guidelines below:

- Follow the Home Quarantine Instructions issued by Human Resources.
- If there is no further close contact with the infected person the last day of quarantine is 10 days from the date you last had contact them.
- If you continue to live with or care for the infected person, the amount of time you are required to quarantine depends on the type of contact that you have with the infected person. See the How to Calculate When Your Quarantine Period Ends section in the Home Quarantine Instructions issued by Human Resources.
- Refer to CDC When to Quarantine and contact humanresources@millsaps.edu for assistance.
- As a close contact to someone with COVID-19, you are required to get tested between days 5 and 8 of your quarantine period. To get a test, call your doctor or visit MSDH Getting Tested for COVID-19. Take precautions when you go to get the test, so you don't unintentionally infect other people. Test results should be sent to Humanresources@millsaps.edu.
- Unless symptoms develop or you receive a positive test result you can resume your usual activities including returning to work following the 10-day quarantine. You should email humanresources@millsaps.edu and notify your Director of your intended date of return.
- Those employees capable of working remotely during the quarantine are expected to do so and should consult with their supervisor to establish expectations. Remote work during this period should be confirmed with human resources.

Definition of a Close Contact

A "close contact" is any of the following people who were exposed to an "infected person*" while they were infectious:

- a. An individual who was within 6 feet of the infected person for more than 15 minutes
- b. An individual who had unprotected contact with the infected person's body fluids and/or secretions, for example, being coughed or sneezed on, sharing utensils or saliva, or providing care without wearing appropriate protective equipment.

*An infected person is anyone with COVID-19, or who is suspected to have COVID-19, and is considered to be infectious from 48 hours before their symptoms first appeared until they are no longer required to be isolated (as described in Isolate If You Are Sick). A person with a positive COVID-19 test but no symptoms is considered to be infectious from 48 hours before their test was taken until 10 days after their test.

Quarantine Exceptions – CDC Guidelines

According to the CDC, anyone who has been around a person with COVID-19 should follow the above quarantine instructions; **however**, anyone who has had close contact with someone with COVID-19 does not need to stay home if they:

- Developed COVID-19 illness within the previous 3 months **and**
- Have recovered **and**
- Remain without COVID-19 symptoms (for example, cough, shortness of breath)

Employees must provide documentation of positive test including date of test to verify the 3-month period of time.

Additionally, individuals who can provide a positive PCR or Rapid Antigen test result that was administered up to 90 days prior to exposure are not required to quarantine. This does not include a test administered to determine the presence of antibodies.

In accordance with new Interim Clinical Considerations for Use of mRNA COVID-19 Vaccines | CDC, individuals with an exposure to someone with confirmed COVID-19 are not required to quarantine if they meet all of the following criteria:

- Are fully vaccinated (i.e., ≥ 2 weeks following receipt of the second dose in a 2-dose series, or ≥ 2 weeks following receipt of one dose of a single-dose vaccine)
- Are within 3 months following receipt of the last dose in the series
- Have remained asymptomatic since the current COVID-19 exposure

When an employee tests positive for COVID-19, deep-cleaning procedures will be triggered. Furthermore, employees who have been in close contact with an individual who has tested positive for COVID-19 will be instructed to self-quarantine for a period of 10 days.

Please refer to the Centers for Disease Control and Prevention (CDC), <https://www.cdc.gov/coronavirus/2019-ncov/index.html>, for additional information.

Millsaps reserves the right to implement a screening protocol for symptoms, such as temperature checks or signed certifications, at any point.

MILLSAPS COLLEGE

COVID-19 HEALTH DECISION TREE

FACULTY/STAFF

ARE YOU EXPERIENCING COVID-19 SYMPTOMS?

- » Fever or chills
(over 100.4°F or 38°C)
- » Muscle aches
- » New or unusual headache
- » New loss of smell or taste
- » Sore throat
- » New onset of any gastrointestinal symptoms (such as nausea, vomiting, diarrhea, or loss of appetite)
- » Cough
- » Shortness of breath or difficulty breathing

NO SYMPTOMS

Have you been in contact with someone who has been diagnosed with or tested positive for Covid-19?

YES

Close contact?

YES, CLOSE CONTACT
(within 6 feet for 15 or more minutes)

1. Quarantine for 10 days after date of last contact. Report quarantine status to your supervisor.
2. Get tested between days 5-10 after contact or as soon as symptoms develop.
3. Continue to quarantine for 10 days even if test is negative. If test is positive, follow guidelines for positive test.
4. Return to work after 10 days. Monitor symptoms daily. If symptoms develop, follow guidelines for Yes, I have Symptoms.

NO

Practice social distancing and good hygiene. Wear a face covering.

YES, I HAVE SYMPTOMS

- FOLLOW CDC GUIDELINES**
<https://bit.ly/2PPkkof>
1. Stay at home until you can get a medical evaluation.
 2. Separate yourself from others.
 3. Contact a physician. Report quarantine status to your supervisor.
 4. All positive test results should be reported online through the [notification form](#). Call 911 if symptoms become severe or life-threatening.
 5. Follow guidance from health care provider and your supervisor about when you can resume normal activities.

I HAVE TESTED POSITIVE

1. If you're on campus, return to your place of residence and avoid contact with other people.
2. Report your positive test result via the [online notification form](#).
3. Contact a physician. Call 911 if symptoms become severe or life-threatening.
4. Contact your supervisor.
5. Wait for contact from HR Team and/or supervisor.

