

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 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.

Vaccinations

Employees are strongly encouraged to get vaccinated. Authorized COVID-19 vaccines can help protect you from COVID-19 and getting vaccinated prevents severe illness, hospitalizations, and death. Refer to [Vaccines for COVID-19 | CDC](#) for more information.

Employees are considered fully vaccinated:

- 2 weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or
- 2 weeks after a single-dose vaccine, such as Johnson & Johnson Janssen vaccine

Symptom Monitoring Requirement

Employees must conduct symptom monitoring every day before reporting to work. 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.

Symptoms for COVID-19 include but are not limited to:

- 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

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: [Coronavirus Disease 2019 \(COVID-19\) | CDC](#).

Social Distancing Protocols

A minimum of three feet of physical distance between individuals is preferred at all times; however, Millsaps defines a close contact as an individual who was within 6 feet of an infected person for a cumulative total of 15 minutes over a 24-hour period so employees should put 6 feet distance between themselves and others where possible.

Specifically, employees are asked to:

- Consider limiting job tasks that require face-to-face work with others when feasible
- Avoid close personal contact with others (e.g., handshakes)
- Establish paperless processes where possible
- Use electronic means of document delivery as much as possible
- Distance themselves from anyone who appears to be sick
- Disinfect their workspace often
- Avoid touching their face

Face Masks/Neck Gaiters

Face masks/neck gaiters must be worn by all employees, including employees that are vaccinated, while indoors on campus. Infections happen in only a small proportion of people who are fully vaccinated, even with the Delta variant. However, preliminary evidence suggests that fully vaccinated people who do become infected with the Delta variant can spread the virus to others. Face masks are currently not required outdoors.

If you work in an office and are the only person in the room, you are not required to wear a mask while in your office. If more than one person is in a room, masks should be worn at all times.

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. Refer to CDC Considerations [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 your 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 wash their hands or use hand sanitizer before and after using common equipment.

Additional care should be taken in common areas, such as classrooms, conference rooms, meeting spaces, and other common areas. Employees should use hand sanitizer that contains at least 60% alcohol before entering

an area and before leaving any area in which you have been working. Faculty should instruct their students to do the same. Hand sanitizer will be provided by the College. Cleaning hands at key times with soap and water or hand sanitizer that contains at least 60% alcohol is one of the most important steps you can take to avoid getting sick and spreading germs to those around you.

Travel Considerations

Employees should discuss their business travel plans with their supervisor in advance to ensure travel is appropriate/necessary. Non-essential travel to an area with high or very high risk assessment levels should be avoided (see [COVID-19 Travel Recommendations by Destination | CDC](#)).

Requests for Temporary Modified Work Arrangement for Employees at High Risk

Employees who have concerns 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. Consider conducting meetings in whole or part using alternative meeting platforms such as WebEx, Microsoft Teams or Zoom, or a conference call. For in-person meetings, attendees must adhere to face mask and social distancing protocols. Be mindful of other attendees when organizing and conducting meetings. Individuals have different comfort levels surrounding COVID-19 and some people are at higher risk than others which may necessitate virtual meetings.

Dining on Campus

Employees are encouraged to take food back to their office area or eat outside, if this is reasonable for your situation. 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. If indoors, only remove your mask or face covering in order to eat, then put it back on.

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 guests and visitors to the Millsaps campus must follow all established current college COVID-19 guidelines and regulations, including self-monitoring of COVID-19 symptoms and only coming to campus if symptom free. As a reminder and in accordance with college COVID-19 policies, face masks/face coverings must be worn indoors on campus regardless of vaccination status and all individuals must maintain physical distance (a minimum of three feet distance when practical) between one another in all public campus spaces.

At this time, the only events currently encouraged on the Millsaps College campus are those that directly impact the academic, athletic, social and fellowship activities and opportunities of the members of the college community. Any request for use and/or rental of on-campus space by any other outside group will be purposefully limited to decrease campus density and will be approved on a case-by-case basis.

Email eventscheduling@millsaps.edu for additional information.

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 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.
- 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.
- Refer to [CDC When to Quarantine](#) and contact humanresources@millsaps.edu for assistance.

The CDC recommends following these steps to care for yourself and to help protect other people in your home and community ([What to Do If You Are Sick | CDC](#)):

- 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 immediately by calling 911, if you have trouble breathing or have any other [emergency warning signs](#).
- 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 [Millsaps COVID Notification Form](#) and/or contact humanresources@millsaps.edu for assistance.
- Notify your Director or Dean of your work status.
- 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 once 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 (3 possible scenarios)

1. Employees who are Fully Vaccinated (proof of vaccination will be required):

Employees who have been identified as being in close contact with someone who has tested positive for COVID-19 but are fully vaccinated, with no symptoms, are not required to quarantine and should follow the guidelines below:

- Complete the Millsaps COVID Notification Form and/or contact humanresources@millsaps.edu for assistance.
- Get tested 3-5 days after your exposure, even if you don't have symptoms. Test results should be sent to humanresources@millsaps.edu. Refer to the "Guidelines for Employees who have Tested Positive for COVID-19" above and isolate for 10 days if your test result is positive.
- Wear a mask indoors for 14 days following exposure or until your test result is negative.
- Monitor for symptoms. Refer to the "Guidelines for Employees Who Are Experiencing Symptoms of COVID-19," if you begin to experience symptoms.

2. Employees who have had a confirmed COVID-19 illness within the previous 3 months (proof of positive test will be required):

Employees who have been identified as being in close contact with someone who has tested positive for COVID-19 but have had a confirmed case of COVID-19 within the past 3 months, have recovered and remain without COVID-19 symptoms are not required to quarantine and should follow the guidelines below:

- Complete the [Millsaps COVID Notification Form](#) and/or contact humanresources@millsaps.edu for assistance.
- Submit a copy of your positive test results, including date of test, to humanresources@millsaps.edu.
- Monitor for symptoms. Refer to the “Guidelines for Employees Who Are Experiencing Symptoms of COVID-19,” if you begin to experience symptoms.

3. Employees who are NOT Fully Vaccinated:

Employees who have been identified as being in close contact with someone who has tested positive for COVID-19 must quarantine following the guidelines below:

- Complete the [Millsaps COVID Notification Form](#) and/or contact humanresources@millsaps.edu for assistance.
- Follow the Home Quarantine Instructions issued by Human Resources.
- 10-day option: If there is no further close contact with the infected person, quarantine can end after 10 days if the individual has no symptoms during the entire 10-day period; or the last day of quarantine is 10 days from the date you last had contact them.
- 7-day plus test option: If the individual has no symptoms for 7 days and has a negative COVID-19 test (molecular or antigen) collected on day 5, 6, or 7 of the quarantine period, the quarantine can be discontinued after day 7. Test results should be sent to Humanresources@millsaps.edu.
- 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.
- Unless symptoms develop or you receive a positive test result you can resume your usual activities including returning to work following the 10-day or 7-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 an infected person for a cumulative total of 15 minutes or more over a 24-hour period (for example, *three individual 5-minute exposures for a total of 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.

When an employee tests positive for COVID-19, deep-cleaning procedures will be triggered.

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 Health Decision Tree](#)