

COVID-19: Employee Guidelines

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Table of Contents

Overview	3
Vaccinations	3
Symptom Monitoring Requirement.....	3
Social Distancing Protocols	4
Face Coverings	4
Personal Hygiene and Disinfection Responsibility.....	4
Travel Restrictions.....	5
Millsaps' Volunteers, Guests and Affiliated Entities.....	5
Employee Notification of COVID-19 and Removal from the Workplace	5
Working Remotely	6
Requests for Temporary Modified Work Arrangement for Employees at High Risk	6
Additional Resources	6

COVID-19 Safety Guidelines

Overview

The health and safety of our faculty, staff and students is our number one priority as we continue to 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 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 and to receive boosters as appropriate. Vaccines and boosters are periodically available on campus. Staying up-to-date on COVID-19 vaccines can help protect you from COVID-19 and may help prevent severe illness, hospitalizations, and death. Refer to [Vaccines for COVID-19 | CDC](#) for more information.

Employees 18+ years old are considered to be up-to-date on COVID-19 vaccinations:

- 2 weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, and within 6 months from the date the last dose was administered; or
- Once boosted, if it has been more than 6 months from the date your second dose of the initial Pfizer or Moderna vaccine was administered; or
- 2 weeks after a single-dose vaccine, such as Johnson & Johnson Janssen vaccine, and within 2 months after the vaccine was administered; or
- Once boosted, if it has been more than 2 months from the date you received the Johnson & Johnson Janssen vaccine.

An employee's vaccination status may impact quarantine and isolation periods (see [Decision Tree](#)). All employees are required to report their vaccination status and, if vaccinated or boosted, provide proof of vaccination to Human Resources.

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 if at work, and notify their manager. Please refer to the CDC website for the most recent list of [COVID-19 Symptoms to Watch For](#).

Employees should use the [Millsaps COVID-19 Health Decision Tree](#) to determine the appropriate steps to follow when experiencing COVID-19 symptoms, if they receive positive test results, or if they are notified that they were in close contact with an individual who has tested positive for COVID-19.

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

Social Distancing Protocols

Employees should put 6 feet distance between themselves and others where feasible. Since people can spread the virus before they know they are sick, it is important to leave space between yourself and others when possible, even if you have no symptoms. Social distancing is especially important to help protect people who are at higher risk of getting very sick. Employees should consider limiting job tasks that require face-to-face work with others when possible.

Face Coverings

Appropriate use of a face covering is critical in minimizing risks to others near you. You could spread COVID-19 to others even if you do not feel sick. All employees, regardless of vaccination status, must comply with Millsaps policy and local regulations regarding the use of face coverings. When Millsaps requires the use of face coverings indoors the guidelines below must be followed.

If you work in an office and are the only person in the room, you are not required to wear a face covering while in your office. If more than one person is in a room, face coverings 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 the [CDC Mask Guidelines](#) and the CDC article [Improve How Your Mask Protects You](#) for more information.

Face coverings:

- must completely cover your nose and mouth;
- must fit snugly over the nose, mouth, and chin with no large gaps on the outside of the face;
- must be a solid piece of material without slits, exhalation valves, visible holes, punctures, or other openings; and
- can include gaiters with two layers being recommended.

Loose-fitting bandanas and scarves are not acceptable. In addition, face shields are not acceptable unless the individual is also wearing a mask.

Any employee requesting a medical accommodation should contact Human Resources by email at humanresources@millsaps.edu.

Personal Hygiene and Disinfection Responsibility

In addition to the guidelines above, each employee has a personal responsibility to maintain good personal hygiene and to keep their personal workspaces clean. This includes washing 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. 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.

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, technology equipment, microwave, water dispensers, desks, light switches, door knobs, etc.), it should be wiped down prior to and following use.

Travel Restrictions

Employees should be mindful of COVID-related travel advisories ([Travel | CDC](#)) for essential business travel, as well as any personal travel. Employees should discuss their business travel plans with their supervisor in advance to ensure travel is deemed essential. 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](#)).

Millsaps' Volunteers, Guests and Affiliated Entities

All individuals serving in a volunteer role, guests or those associated with an on-campus affiliated entity are required to follow the safety protocols contained within this document, including self-monitoring of symptoms and only coming to campus if symptom-free. Failure to do so may result in suspension of activities or affiliation agreement.

Refer to the Millsaps Coronavirus Community Updates and Resources page for additional information: <https://www.millsaps.edu/coronavirus/>.

Employee Notification of COVID-19 and Removal from the Workplace

Any employee who receives a positive COVID-19 test result, is diagnosed with COVID-19 by a licensed healthcare provider or is experiencing COVID-19 related symptoms must stay home or immediately leave the workplace, regardless of their vaccination status, and must remain away from the workplace until return to work criteria are met.

Employees who have been diagnosed with or tested positive for COVID-19 or who have been identified as a close contact to someone diagnosed with or tested positive for COVID-19 must follow the quarantine and isolation guidelines outlined in the Appendix below and the return to work criteria confirmed by Human Resources.

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 [the CDC Quarantine & Isolation Guidelines](#). 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 5 days after their test.*

Employees must promptly notify Millsaps College when they have been exposed to COVID-19, are experiencing COVID-19 symptoms, have tested positive for COVID-19, or have been diagnosed with COVID-19 by a licensed healthcare provider. Notification should be made by completing the [Faculty and Staff Reporting Form](#) on the Millsaps College website. The Human Resources team will review all form submissions and confirm the return to work date and criteria based on information the employee has provided. Employees should notify their Director or Dean and should request paid time off for any work time that is missed. For student workers, the Student Life team will review and respond to all form submissions.

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

Working Remotely

Employees who are feeling well may be approved to work from home for part or all of the time they are isolated, depending on their specific position and workload. The employee's direct supervisor, with assistance from the Human Resources Director, will confirm whether a remote work accommodation can be provided. In most cases, student workers will not be permitted to work from home during quarantine or isolation.

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. All submitted forms will route to the Human Resources team for review. Human Resources will engage in an interactive process with the employee to appropriately address the request.

Additional Resources

Please refer to the Centers for Disease Control and Prevention (CDC) for additional information:

- COVID-19 Info Page: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- How to Protect Yourself and Others: https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fyour-health%2Fneed-to-know.html

If you have questions regarding this policy please contact the Human Resources department at humanresources@millsaps.edu.

Decision Tree

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COVID-19 HEALTH DECISION TREE

ARE YOU EXPERIENCING COVID-19 SYMPTOMS?

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

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)

I'M UP TO DATE*

1. Report close contact through [online notification form](#).
2. Make sure human resources has a copy of vaccination card.
3. Quarantine not required if asymptomatic.
4. Get tested on day 5 after exposure.
5. Wear a mask for 10 days.

*To be up to date you must have received the last dose of your primary vaccine series within the last 6 months or have been boosted.

I'M NOT UP TO DATE

1. Report close contact through [online notification form](#).
2. Quarantine can end after 5 days if no symptoms during the entire 5-day period; or
3. If you experience symptoms, you must isolate for a full 10 days from the date of your most recent close contact. If you receive a positive test result at any time during your quarantine or isolation period, follow guidelines for a positive test.
4. Get tested on day 5 after exposure.
5. Wear a mask for 10 days.

NO

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

I'VE HAD A CONFIRMED CASE OF COVID WITHIN THE PAST 3 MONTHS REGARDLESS OF VACCINATION STATUS

1. Report close contact through [online notification form](#).
2. Submit dated copy of positive COVID-19 test.
3. Quarantine not required if asymptomatic.
4. Wear a mask for 10 days.

YES, I HAVE SYMPTOMS

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. Isolate for 5 days AND until you are fever free for 24 hours and your symptoms are improving. Wear a face covering for 5 additional days.

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YOU DON'T COME HERE.
YOU BELONG HERE.

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