



W&J Guidelines for COVID-19 Quarantine and Isolation

W&J College, in partnership with the Washington County Local Health Department, the Pennsylvania Department of Health and CDC, is proactively complying with health and safety guidelines relating to COVID-19. In an effort to reduce the spread of infection and to mitigate the risk of contracting the virus, we intend to provide education and continued communication on best practices and safety protocols regarding exposure and prevention.

Exposure Protocols

If someone tests positive, they will be advised by the health care provider to immediately notify anyone who has been “Close Contact” with them. Close Contact is defined as being exposed to a positive diagnosed individual (within 6 feet for about 15 minutes or more), within the symptom window of 48 hours before symptom onset to the time the employee was isolated.

W&J managers should confirm if the COVID-19 positive employee informed W&J individuals who were in “Close Contact” and inform HR. If the COVID-19 positive employee has not informed the W&J employees, we need to ask permission to release the COVID-19 positive employee’s name to only the W&J employees on the contact list for contact tracing purposes:

- If we do not have permission and the COVID-19 positive employee has not informed them, we can only state that an employee who tested positive was in close contact with them. Define and explain what close contact means
- The Supervisor is asked to take notes and document the information received from the positive diagnosed individual for contact tracing purposes
- To protect patient privacy, close contacts are only informed that they may have been exposed to an employee with the infection. They are not told the identity of the individual who may have exposed them, unless the COVID-19 positive employee gives consent.
- Supervisor should communicate with all employees on the close contact list via text, phone call and W&J email by sending the below template with a copy to HR:

It was brought to our attention that you may have been exposed via close contact to an employee who tested positive for COVID-19. Close contact is someone who was within 6 feet of an infected person for at least 15 uninterrupted minutes starting from 48 hours before illness onset until the time the patient is isolated. Given the potential exposure, you should stay home, maintain social distancing, wear a mask, and self-monitor until 14 days from the last date of exposure. To clarify, you are not permitted to report to work

on campus for 14 days from date of exposure. You are encouraged to work remotely, if you are able and your job permits this flexibility. It is recommended that you monitor yourself by checking your temperature twice daily and watching for cough, shortness of breath, and other COVID-19 symptoms. Close Contacts who develop symptoms should promptly isolate and contact their physician. Please notify me on the onset of any COVID-19 symptoms.

- All employees that tested for COVID-19 due to close contact with the COVID-19 positive employee, or who have been in close contact with a positive COVID-19 individual, needs to remain off campus for 14 days; even if the test comes back negative, since the virus could take 14 days to surface. If COVID-19 symptoms arise, the employee would need to seek medical attention and potentially be tested based on guidance from the physician. We do not advise on exposure testing given the virus can take up to 14 days to appear. If the individual is ill with the virus, a 10 day isolation period is required.
- Please keep HR informed of any employee who is out for COVID-19.

COVID-19 Situation Guidelines:

1. **Two or more symptoms related to COVID-19 and no known COVID-19 Close Contact:** Individual is experiencing two more symptoms related to COVID-19 per the CDC list and has not been told they are a close contact.
 - a. Cannot physically work on campus until they are three days symptom free
 - b. If an individual chooses to be tested and it is positive, they will follow the positive test results guidelines noted in number 3 and 4
 - c. If an individual chooses to be tested, the test is negative, and are not listed as a close contact, they can return to campus after being symptom free for 3 days.
2. **Close Contact to COVID-19 Positive Person – Not Showing Symptoms:** Individual was notified they were in “Close Contact” with a person that tested positive to COVID-19 and the Close Contact individual is **not** showing symptom.
 - a. Cannot physically work on campus for 14 days from date of close contact as symptoms can arise 2-14 days. May work remotely, if approved.
 - b. Monitor by checking their temperature twice daily and watching for cough, shortness of breath, and other COVID-19 symptoms
 - c. If individual has no symptoms, they are cleared to come back to on campus work on Day 15
 - d. If symptoms arise, individual should seek guidance of physician. The individual will not be able to report to campus for 14 days AND must be 3 days symptom free to return to campus.
3. **COVID-19 Positive with Symptoms:** Individual tests positive for COVID-19 **and** has symptoms
 - a. Individual cannot work on campus for 10 days from the date the symptoms started AND must be 3 days symptom free to return to campus. May work remotely, if approved.
 - b. Individual is expected to supply a list of who from W&J they were in Close Contact
 - c. W&J will inform the Washington County Health Department

4. **COVID-19 Positive without Symptoms:** Individual tests positive for COVID-19 and **does not** have symptoms
 - a. The individual cannot work on campus for 14 days from date of close contact as symptoms can arise 2-14 days. May work remotely, if approved.
 - b. Individual is expected to supply a list of who from W&J they were in Close Contact
 - c. Monitor by checking their temperature twice daily and watching for cough, shortness of breath, and other COVID-19 symptoms
 - d. W&J will inform the Washington County Health Department If individual has no symptoms, they are cleared to come back to on campus work on Day 15
 - e. If symptoms arise, individual should seek guidance of physician. The individual will not be able to report to campus for 14 days AND must be 3 days symptom free to return to campus.

5. **Potential Contact; Not Close Contact:** Individual was notified they were (or may have been) in Contact with a person that tested positive to COVID-19 and the individual is **not** showing symptom
 - a. Contact is not the same as “Close Contact”. Contact just means you watch for symptoms like everyone else and are able to work on campus.

This document is subject to change based on community and government guidelines.