



## COVID-19 and Returning to Campus Safely FAQs for Campus Employees (v5.0 050922)

To provide essential information to all PCC employees on measures that have been implemented to foster a safe working environment as we prepare to return to campus, responses to the following frequently asked questions (FAQs) are hereby provided. This version includes updates to questions 3 – 5.

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## 1. Who should I contact with questions regarding COVID-19 related matters not addressed in these FAQs?

For matters not addressed in these FAQs contact Sherry Raby in Human Resources ([sraby@pamlicocc.edu](mailto:sraby@pamlicocc.edu)).

## 2. What has been done on the PCC campus to reduce risk of COVID-19 exposure and spread?

Much work, since early March 2020, has been completed on campus to respond to the COVID-19 pandemic. After receiving valuable input from college employees, State, County, and other government officials, a variety of safety measures have been put in place to emphasize the importance of social distancing, personal hygiene, and increased facility cleaning processes. These measures include:

- Barriers in public-facing areas to separate employees and visitors.
- Dramatically increased access to hand sanitizer, disinfectant spray, and other PPE (personal protective equipment).
- Powerful disinfectant machines provided to custodial staff.
- Instructional signs to explain the importance of COVID-19 safety practices.
- Signs on floors to ensure six feet of space between people where appropriate.
- Limits on the number of people allowed in confined spaces such as the bookstore, break rooms, meeting rooms and classrooms.
- Recommended usage of face coverings when interacting with others where a six foot difference cannot be maintained or when present in common areas (hallways, restrooms, lounge, etc.).
- Use of Zoom/Teams meetings or phone calls, even if all employees are back on campus, whenever this provides a greater comfort level for employees.

## 3. What will happen if I, as an employee, test positive for COVID-19?

Employees that test positive for COVID-19 should immediately contact their supervisor to inform them of the test result. From there, the supervisor will notify the HR Director and the VP of Campus Operations.

Regardless of vaccination status, the employee must:

- Isolate: stay at home for at least 5 days.
- End isolation after 5 full days (with day 1 being the first full day after your symptom developed or your test specimen was collected) if you are fever-free for 24 hours without the use of fever-reducing medications and your symptoms are improving.
- If you did not have symptoms (but received a positive test result) end isolation after at least 5 full days after your positive test.
- Take precautions until day 10 (wear a well-fitting mask when around others; do not travel; avoid being around people who are more likely to get very sick from COVID-19).
- If you got very sick from COVID-19 or have a weakened immune system you should isolate for at least 10 days and consult your doctor before ending isolation.

## 4. What should I do if I have had close contact with someone who has tested positive for COVID-19?

### a. **IF YOU WERE EXPOSED AND ARE NOT UP TO DATE ON COVID-19 VACCINATIONS:**

- (1) Quarantine for at least 5 days.
- (2) Get tested at least 5 days after you last had close contact with someone with COVID-19, even if you don't develop symptoms.

- (3) Wear a well-fitting mask for 10 full days anytime are around others.
- (4) After quarantine, watch for symptoms until 10 days after you last had contact with someone with COVID-19.
- (5) If you develop symptoms isolate immediately and get tested.

**b. IF YOUR WERE EXPOSED AND ARE UP TO DATE ON COVID-19 VACCINATIONS:**

- (1) You do not need to stay home unless you develop symptoms.
- (2) Get tested at least 5 days after you last had close contact with someone with COVID-19, even if you don't develop symptoms.
- (3) Watch for symptoms until 10 days after you last had close contact with someone with COVID-19.
- (4) Wear a well-fitting mask for 10 full days anytime are around others.
- (5) If you develop symptoms isolate immediately and get tested.

## 5. Must I quarantine if I have tested positive to COVID in the past but have recently been in close contact with someone who now tests positive?

If you had a confirmed COVID-19 test within the past 90 days (you tested positive using a viral test), you do not have to quarantine unless you develop symptoms. Watch for symptoms until 10 days after you last had close contact with someone with COVID-19. Wear a well-fitting mask for 10 full days when around others. If you develop symptoms isolate immediately.

## 6. Am I required to be vaccinated?

PCC does not require that any individual (employee or student) become vaccinated.

## 7. Should I assess myself for COVID-19 symptoms every morning before reporting to work?

Every individual should assess themselves each morning to determine if they may be experiencing any symptoms consistent with COVID-19. These symptoms may include cough, shortness of breath or difficulty breathing, fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell. If you are experiencing any such symptoms, please call your supervisor and/or Human Resources and do not report to campus. Further instructions will be given at that time. You may find it helpful to download this or a similar health check app (<https://campusclear.com>). Note that PCC does not endorse this software; as always, use at your own discretion.

Employees that test positive for COVID-19 should immediately contact their supervisor to inform them of the test result. From there, the supervisor will notify the HR Director and the VP of Campus Operations.

**Regardless of vaccination status, the employee must:**

- Isolate: stay at home for at least 5 days.
- End isolation after 5 full days (with day 1 being the first full day after your symptom developed or your test specimen was collected) if you are fever-free for 24 hours without the use of fever-reducing medications and your symptoms are improving.
- If you did not have symptoms (but received a positive test result) end isolation after at least 5 full days after your positive test.
- Take precautions until day 10 (wear a well-fitting mask when around others; do not travel; avoid being around people who are more likely to get very sick from COVID-19).

- If you got very sick from COVID-19 or have a weakened immune system you should isolate for at least 10 days and consult your doctor before ending isolation.

## 8. I am an Instructor and I have a student displaying symptoms of COVID-19. What steps should I take to address this situation?

First thing to remember is to remain calm. Ask the student to step into the hall, or a private location where you can have the conversation privately and in a confidential manner. Ask about their symptoms. If they are displaying symptoms consistent with COVID-19, reach out to the HR Director for further instruction.

## 9. I am an Instructor and I have a student that just reached out to let me know they have tested positive for COVID-19. What steps should I take to address this situation?

Anyone who becomes aware of a student or employee who has been exposed to someone testing positive, or anyone who becomes aware of a student or employee who has tested positive, should immediately email Sherry Raby in Human Resources ([sraby@pamlicocc.edu](mailto:sraby@pamlicocc.edu)) and their division Vice President for confirmed guidance; no employee should communicate with their impacted student or employee verbally or in writing (that will be handled by HR).

## 10. What leave options are available to me if I have COVID-19 specific situations?

If an employee needs to be away from campus, and is unable to telework, there are several leave provisions that may apply. These include Federal Emergency Sick Leave (under the FFCRA), FMLA, Sick Leave and Annual Leave. Please contact Human Resources to discuss your specific leave scenario.

## 11. Who should I contact if I notice that another employee exhibits COVID-19 symptoms and is on campus?

Anyone who becomes aware of a student or employee who has been exposed to someone testing positive, or anyone who becomes aware of a student or employee who has tested positive, should immediately email Sherry Raby in Human Resources ([sraby@pamlicocc.edu](mailto:sraby@pamlicocc.edu)) and their division Vice President for confirmed guidance; no employee should communicate with their impacted student or employee verbally or in writing (that will be handled by HR).

## 12. Why are some employees returning to campus to work while others may be teleworking?

Certain positions are required back on campus due to the nature of their roles and/or the interaction necessary with the public. As we move through the next several months, more and more employees will be returning to campus. This is of course pursuant to the state orders and directives and allowances for reopening.

Some employees may continue to telework for various reasons. Please reach out to your supervisor if you have questions or inquiries.

## 13. Can I continue teleworking instead of reporting to campus?

The ability to telework is based on many factors. Please reach out to your supervisor if you would like to discuss this further.

#### 14. I am high risk for severe illness with COVID-19. What should I do?

Based on a detailed review of available evidence to date, CDC has updated and expended the list of who is at increased risk for getting severely ill from COVID-19. Older adults and people with underlying medical conditions remain at increased risk for severe illness, but now CDC has further defined age- and condition-related risks. This information can be found by visiting: <https://www.cdc.gov/media/releases/2020/p0625-update-expands-covid-19.html>.

If your doctor feels that other conditions place you at higher risk for severe illness, please reach out to your supervisor to talk through available options.

#### 15. Who should I contact if I think there are additional safety measures we could be taking during the COVID-19 pandemic?

Please reach out to your supervisor or the VP of Campus Operations to offer suggestions concerning safety measures currently implemented or those not in place on the PCC campus.

#### 16. Will I be provided with personal protective equipment (PPE) while performing my job duties? Can I bring my own?

Hand sanitizer, disinfectant cleaner and towels will be provided to employees. Face masks can be provided if necessary; however, employees are highly encouraged to utilize personal face coverings due to limited supplies (across the nation) of disposable medical grade coverings.

#### 17. What can I be doing each day to reduce my risk of exposure to COVID-19?

To proactively minimize the risk of COVID-19 exposure and spread, you are strongly encouraged to follow the “Three W’s”: wear a cloth face covering, wait six feet apart, and wash your hands often or use hand sanitizer when washing is not possible.

Additionally, please take the daily self-assessment seriously and do not delay in seeking medical guidance if you are displaying any symptoms.

Please utilize the disinfectant cleaner that has been made available and clean your work environment, classrooms, and frequently touched surfaces often and thoroughly.

#### 18. Will I have to attend in-person meetings with my coworkers during the COVID-19 pandemic?

When physical distance of six feet or more can be maintained, in-person meetings may occur. If you would feel more comfortable joining meetings by phone or video conferencing, please discuss that with your supervisor.

#### 19. Will I have the opportunity to travel for work or attend conferences?

Travel for work and conferences will occur only as necessary to perform the functions of the position and only as approved by the PCC President.

#### 20. Can I eat lunch in the breakroom with my coworkers?

Employees gathering for lunch in the breakroom must still exercise social distancing.

## 21. Are there any resources available to help me with stress and anxiety related to this pandemic?

Although there may be additional resources in Pamlico County or in a surrounding county, we would encourage you to reach out to the resources provided for you below as follows:

- [Pamlico County Health Department](#) – 252-745-3734
- [Promise Place](#) – 252-636-3381