



## COVID-19 and Returning to Campus Safely FAQs for Campus Employees

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

For matters related to employees and COVID-19, contact Tiina Mundy, Human Resources Director – [tmundy@bladencc.edu](mailto:tmundy@bladencc.edu). For matters related to students and COVID-19, contact Barry Priest, VP for Student Services – [bpriest@bladencc.edu](mailto:bpriest@bladencc.edu); however, positive student cases should be reported to the President's Office – [alee@bladencc.edu](mailto:alee@bladencc.edu). For matters related to Facilities and PPE, contact Jay Stanley, VP for Finance and Administration – [jstanley@bladencc.edu](mailto:jstanley@bladencc.edu). If you are not sure whom to call, reach out first to Tiina Mundy in Human Resources.

What is being done on the BCC campus to reduce risk of COVID-19 exposure and spread?

Much work was completed on campus to respond to this new normal. You should expect to see a variety of new safety measures designed to emphasize the importance of social distancing, personal hygiene and stepped-up facility cleaning processes. These may include:

- Barriers in public-facing areas to separate employees and visitors
- Increase access to hand sanitizer, disinfectant spray, and other PPE (personal protective equipment)
- Instructional signs to explain the importance of COVID-19 safety practices
- Encouraging the use of face coverings when interacting with others (vaccinated or unvaccinated)
- Use of Zoom meetings or phone calls even if all employees are back on campus.

What can I do to help reduce risk of COVID-19 exposure and spread?

- We are encouraging all employees and students to get vaccinated. This decreases the likelihood of serious symptoms should you contract the COVID-19 virus. Vaccines are offered at no cost. There are multiple locations in Bladen and surrounding counties to schedule an appointment or simply walk in to get your vaccine. The Bladen County Health Department is one of many agencies where vaccines are available.
- Wear your mask while indoors whether you are vaccinated or unvaccinated. Also, wear your mask when you are in close proximity to others whether indoors or outdoors. This protects you and those around you.
- Wash your hands often. Use hand sanitizer.

- Stay home from school or work if you are sick.
- Do not delay in seeking medical assistance if you are displaying symptoms.

## Will I be required to wear a mask on the BCC campus?

Well fitted masks are encouraged indoors whether vaccinated or unvaccinated. Some areas of the campus are requiring masks (look for signage). This will help reduce the spread of COVID-19 and the new Omicron variant, which is proving to be more contagious than the original strains of the coronavirus. Thank you for keeping our campus and community healthy and safe.

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

Absolutely! Assess yourself each morning to determine if you may be experiencing any symptoms consistent with COVID-19. These symptoms 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 or Human Resources and do not report to campus. Further instructions will be given at that time.

## What if I feel sick?

Following CDC guidance, if you are sick, stay home. There are various leave coverage options available for employees. If you start to feel ill on campus, leave campus promptly and seek medical attention to determine if the symptoms are related to COVID-19.

## What do I do if I am displaying symptoms consistent with COVID-19?

For the safety of everyone on campus, as well as the greater community, a student who is displaying COVID-19 symptoms should seek guidance from a medical care provider, and instructions on when it will be safe to return to campus.

If an employee is displaying symptoms but does not wish to seek medical treatment, CDC guidelines would be followed which state that a student may return to the campus once the following conditions are met:

1. At least 5 full days since symptoms first appeared (day 0 is the first day of symptoms), **and**
2. Wear a well fitted mask when in public for an additional 5 days, **and**
3. At least 24 hours with no fever without fever-reducing medication, **and**
4. Other symptoms of COVID-19 are improving\*

*\*Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation*

Note that these recommendations **do not** apply to people with severe COVID-19 or with weakened immune systems (immunocompromised).

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/isolation.html>

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

Employees that test positive for COVID-19 should contact the Human Resources (HR) Director to inform of the test result. From there, the HR Director will share appropriate notifications, while maintaining confidentiality. Office cleaning and/or closure notifications will be shared as well. Contact tracing will be handled by the local health department.

## Must I submit to a health screening when I arrive on campus?

We are encouraging employees to conduct self-assessments each morning. Our approach may change based on the science and data. While you may not be screened today, there may come a time in our response that we move to that level. Certain areas on campus require screening before reporting for work or other class related activities on or off campus. If so, you will be informed by your supervisor.

## Are students required to get the COVID-19 vaccine?

As a general rule, students are encouraged to get the COVID-19 vaccination but not required. Some programs require students and faculty to be vaccinated. More information on COVID-19 vaccines may be found on the CDC website, [https://www.cdc.gov/coronavirus/2019-ncov/vaccines/keythingstoknow.html?s\\_cid=10493:covid%20vaccine:sem.ga:p:RG:GM:gen:PTN:FY21](https://www.cdc.gov/coronavirus/2019-ncov/vaccines/keythingstoknow.html?s_cid=10493:covid%20vaccine:sem.ga:p:RG:GM:gen:PTN:FY21)

## 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 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 Barry Priest for further instruction.

## 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?

Reach out to the President's Office immediately, [alee@bladencc.edu](mailto:alee@bladencc.edu) / 910.879.5502. If you know, please be prepared to share the date this student was last on campus and in which building(s). Advise the student not to return to campus until further instructed and let them know a plan will be developed for how best to get instructional materials to them if applicable.

## 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. Please contact Human Resources to discuss your specific leave scenario.

## Who should I contact if I someone exhibits COVID-19 symptoms and is on campus?

Contact your supervisor to share your concerns. Your supervisor should evaluate and reach out to Human Resources. Please be assured it will be addressed promptly and investigated thoroughly, all while maintaining respect for your coworker's privacy and confidentiality.

### Is teleworking an option?

There may be a teleworking agreement when there is a mutually agreeable situation that warrants the need to telework. A teleworking agreement is not an alternative work arrangement. The agreement must be approved by the employee's supervisor, vice president, and president with notification to human resources prior to engaging in a teleworking arrangement. Please reach out to your supervisor or to Human Resources if you would like to discuss this further.

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

COVID-19 vaccinations are highly recommended. Based on currently available information and clinical expertise, older adults and people of any age who have serious underlying medical conditions might be at higher risk for severe illness from COVID-19. Based on what the CDC has published, those that are at high-risk for severe illness from COVID-19 are:

- People 65 years and older
- People who live in a nursing home or long-term care facility
- People with chronic lung disease or moderate to severe asthma
- People who have serious heart conditions
- People who are immunocompromised
- People with severe obesity (body mass index of 40 or higher)
- People with diabetes
- People with chronic kidney disease undergoing dialysis
- People with liver disease

For more information, visit this link: <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html>

If you are at higher risk for severe illness, please reach out to Human Resources to talk through available options.

### 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 Tiina Mundy, Barry Priest, or Jay Stanley for suggestions concerning the safety measures implemented or not in place on the BCC campus.

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

Face coverings, hand sanitizer, disinfectant cleaner and towels will be provided to employees. Employees are encouraged to utilize personal face coverings due to limited supply (not just at BCC, but across our nation) of disposable medical grade coverings.

## What should I do if I have been exposed to COVID-19?

It is our goal to work with each situation individually and assist everyone to the best of our ability to enjoy a safe and healthy experience on our campus. If the exposure occurs in a classroom setting, all individuals in the classroom will be considered exposed unless everyone in the class has been social distancing.

### Campus exposure

The assumption is that we are being exposed throughout the day; therefore, being vaccinated and wearing our masks are our best actions for staying healthy. Once the president's office is aware of a positive case on campus, we contact the instructors of the student to encourage everyone potentially exposed to monitor themselves for symptoms. We also look at other exposure locations from the positive case to inform those areas to monitor for symptoms.

### Adults

If you have been vaccinated, it is recommended that you wear a mask while in class for ten days and should monitor yourself for symptoms.

If you are not vaccinated, it is recommended that you make arrangements to quarantine. When quarantining, you should reach out to all of your instructors and inform them of your exposure and need to be off campus. The quarantine period is seven days with a negative test after five days OR ten days without any symptoms.

### High School Students

If you are a high school student and you have been wearing your mask as required while in class, you may remain in class and should monitor yourself for symptoms. If you are not feeling well, do not come to class. Your school nurse can provide you with additional guidance if you have any questions.

## 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 zoom, please discuss that with your supervisor.

## 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.

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

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

- [Student Outreach Services \(SOS\)](#) – 1.800.633.3353
- [Bladen County Health Department](#) – 910.862.6900
- [Eastpointe](#) – 1.800.913.6109