



## Fall 2022-23 COVID-19 Faculty/Staff Protocol

### Reporting

Employees who are a contact, develop symptoms, or test positive are no longer required to fill out the questionnaire on mygeneva, or report to Human Resources. Instead, those individuals should work directly with their supervisor/manager.

Please review the new protocols below and reach out to Human Resources with any questions.

### COVID-Positive Faculty/Staff

- If you receive a positive COVID test result, notify your supervisor.
- Isolate for at least five days, regardless of vaccination or booster status; treat Day 0 as the day of symptom onset or (if asymptomatic) the day of collection of the first positive specimen.
- If asymptomatic or if symptoms are resolving after five days, you may exit isolation. If you continue to have a fever or your other symptoms have not improved after 5 days of isolation, you should wait to end your isolation until you are fever-free for 24 hours without the use of fever-reducing medication and your other symptoms have improved. Symptoms such as loss of taste and smell and fatigue may continue for weeks, so should not be considered.
- All those exiting isolation should wear a mask while around others for an additional 5 days.
- It is the responsibility of the Faculty/Staff member to inform close contacts of your COVID-positive status.

### Faculty and Staff Exposed to a COVID-Positive Individual (Close Contact)

If you have had contact with someone who has tested positive for COVID, you should proactively take a COVID test five (5) days after your contact with that individual. During that 5-day timeframe, provided you are not experiencing COVID symptoms, you should:

- 1) Work from home, if possible, with supervisor/manager approval.
- 2) If you cannot work from home, it is acceptable for you to go to work. Please avoid close contact with others, particularly at the dining hall, athletic events, etc.
  - a. If you work in close proximity of others, you must wear a well-fitting mask.
  - b. If you do not work in close proximity of others, a mask is not required.
- 3) Please note: The timeframe of testing should be calculated where Day 0 is the last day of exposure to a COVID-positive individual, and Day 1 is the first day post-exposure. For example, if your last exposure to a COVID-positive individual is a Monday (Day 0), the day of testing (the fifth day) will be on Saturday (Day 5).
- 4) Should you receive a positive test, follow the COVID-positive guidelines above.
- 5) Employees who have tested positive for COVID within the previous 90 days do not need to quarantine or mask if they have close contact with a COVID positive person.

### **Faculty/Staff Experiencing a New Onset of COVID-related Symptoms**

Should new symptoms develop, inform your supervisor. Isolate and test immediately.

Symptoms include:

- Fever over 100 degrees in the last 24 hours
- a cough
- a sore throat
- shortness of breath
- chills or shaking chills
- muscle or body aches
- loss of sense of smell or loss of taste
- headache
- congestion or runny nose
- nausea, vomiting, or diarrhea

If you have had COVID in the last 90 days and you develop the more severe symptoms (fever, chills, shortness of breath, severe congestion), you are encouraged to take a COVID test.

If your test result is positive, follow the COVID positive guidelines above.

### **Free COVID home tests are still available:**

[www.covid.gov](http://www.covid.gov)

<https://special.usps.com/testkits>

### **Key terms to remember:**

- Vaccination: Geneva College is continuing to highly encourage but not require all faculty, staff, and students to receive the COVID Vaccine and receive boosters as recommended by your health care provider.
- Quarantine and Isolation Protocol: Health Services will continue to follow the Center for Disease Control and the Pennsylvania Department of Health guidelines for quarantine and isolation.
  - Quarantine is a strategy used by people who have been in close contact with someone with COVID to prevent transmission of COVID
  - Isolation is used to separate people with confirmed or suspected COVID from those without COVID.
  - Contact: anyone who was within six feet of an infected person, masked or unmasked, for a total of 15 cumulative minutes or more over a 24-hour period.