Pandemic Protocols

WCC's Approach to Keeping Students and Employees Safe

Updated November 12, 2020

Contents

Introduction

Dear WCC Family,

The guidance in this document is meant to keep you, your colleagues, classmates, and loved ones safe and healthy. It is my sincere hope and expectation that we all, as a College family, will follow the guidance within this document to protect our own and our community's health and well-being.

Think about those you care for as you review this document and commit to these practices. We are all in this together and we each have a role in protecting ourselves and one another.

The protocols outlined here were developed in consultation with local public health officials and are aligned to current Centers for Disease Control and Prevention (CDC) guidance, as well as local, state, and federal orders and ordinances. A Return-to-Campus Task Force and a COVID-19 Communication Task Force were also formed to provide input on this and other details related to WCC's response to COVID-19. My thanks to the individuals who served on these task forces, including Blair Hancock, who retired this spring:

Return-to-Campus Task Force			COVID-19 Communications Task Force	
Cynthia Alford	Darrell Finney	Kendra Perkins	Cynthia Alford	Scott Johnson
Zach Barricklow	Nicole Fogle	Allison Phillips	Amber Ardner	Patty Parsons
Amanda Blevins	Morgan Francis	Chris Robinson	Zach Barricklow	Bethany Swaim
Jeff Cox	Kristen Macemore	Bruce Staley	Jeff Cox	Dr. Yolanda Wilson
Sherry Cox	Randy Miller	Rachel Willard, MSPH	Kim Faw	Mike Wingler
Jeremy Craft	Susan Nilo	Dr. Yolanda Wilson		
Ronald Dollyhite	Emily Orr	Mike Wingler		
Kim Faw		Billy Woods		

As knowledge of COVID-19 continues to evolve, our policies and plans will be updated as needed. Please check WCC's COVID-19 Information web page regularly for the latest information: https://www.wilkescc.edu/COVID-19

In the meantime, stay safe and healthy!

Dr. Jeff Cox

President

Return to Onsite WCC Facilities

The protocols that follow in this document must be followed by faculty, staff, students, and visitors coming onsite to WCC facilities.

Symptom Monitoring

Employees or students who are sick or have symptoms of respiratory illness should stay home.

Employees and students who return to campus are expected to evaluate themselves for the presence of possible COVID-19 symptoms before reporting to work or classes. They must not have any symptoms potentially related to COVID-19 or known exposure to someone with a confirmed case of COVID-19 when entering campus. The CDC website has additional information if you are sick or caring for someone and frequently asked questions.

Do not report to work or class if you have any of the following symptoms:

- Fever
- Chills
- New Cough
- New loss of taste or smell
- New muscle or body aches
- Shortness of breath or difficulty breathing

Screening Protocol

All individuals are required to complete a COVID-19 Self-Screening Report before entering a WCC facility.

Students

Students will log into their Moodle accounts **each day** before attending face-to-face classes or coming on campus for any reason to complete the COVID-19 Self-Screening Report.

For students who do not complete the COVID-19 Self-Screening Report, your instructors will be following up with you individually. You will not be allowed to attend class on campus if you have not completed the short questionnaire verifying you have no COVID-19 symptoms or known exposure.

For students who complete the COVID-19 Self-Screening Report and **do** indicate that they have tested positive for COVID-19, have one or more COVID-19 symptoms, or known exposure to someone who has the virus, someone from WCC's Student Services will contact you to give you instructions on what you need to do and when you may return to campus.

How will instructors know if students have completed the COVID-19 Self-Screening Report and see results? Results are in your Moodle attendance and grade book. The code is appended to the Student ID in the roster of your Moodle course.

- No code = COVID-free
- -C = COVID-risk
- -NA = Form not completed

Faculty/Staff

Faculty/Staff will log into the iNsider and go to WebAdvisor **weekly** to complete a COVID-19 Self-Screening Report related to COVID-19 symptoms and exposure.
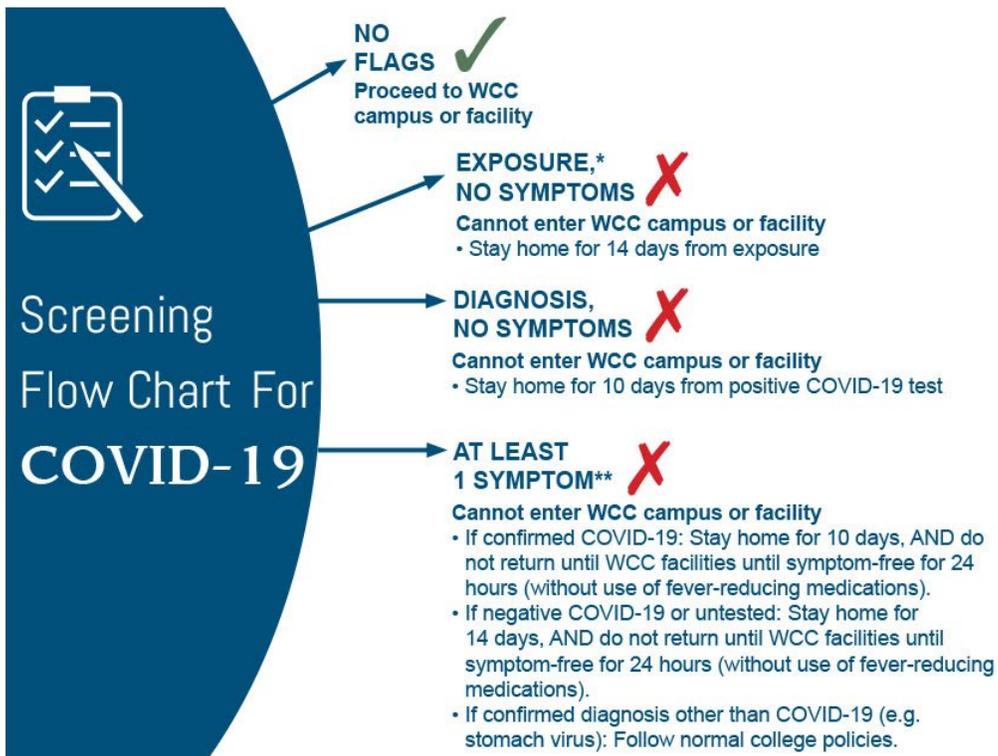
For Faculty/Staff who complete the COVID-19 Self-Screening Report and **do** indicate they have tested positive for COVID-19, have one or more COVID-19 symptoms, or known exposure to someone who has the virus, Sherry Cox, Executive Director of Human Resources, will contact you to give you instructions on what you need to do and when you may return to work on campus.

If you develop any COVID-19 symptoms during the week before the next attestation, the Faculty/Staff will contact Sherry Cox immediately. Please do not come to campus if you develop symptoms.

Visitors

All visitors must **Pause** before entering WCC facilities and **Preview** the self-screening questions prior to **Proceeding** into WCC facilities. These self-screening questions will be posted at office entrances.

Visitors that answer "YES" to all of the screening questions may proceed with their activities on campus. Visitors that answer "NO" to any of the screening questions should leave campus and call 336-838-6100 for assistance with contacting various offices/personnel.

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Screening Flow Chart For COVID-19

NO FLAGS ✔
Proceed to WCC campus or facility

**EXPOSURE,*
NO SYMPTOMS** ✘
Cannot enter WCC campus or facility
• Stay home for 14 days from exposure

**DIAGNOSIS,
NO SYMPTOMS** ✘
Cannot enter WCC campus or facility
• Stay home for 10 days from positive COVID-19 test

**AT LEAST
1 SYMPTOM**** ✘
Cannot enter WCC campus or facility
• If confirmed COVID-19: Stay home for 10 days, AND do not return until WCC facilities until symptom-free for 24 hours (without use of fever-reducing medications).
• If negative COVID-19 or untested: Stay home for 14 days, AND do not return until WCC facilities until symptom-free for 24 hours (without use of fever-reducing medications).
• If confirmed diagnosis other than COVID-19 (e.g. stomach virus): Follow normal college policies.

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SYMPTOMS
• Fever
• Chills
• Shortness of breath or difficulty breathing
• New loss of taste or smell
• New muscle aches
• New cough

*Exposure refers to being within 6 feet of someone diagnosed with COVID-19 for 15 minutes or more.

** The more narrow set of COVID-19 symptoms listed here reflects required exclusionary symptoms in order to avoid over-exclusion of people from school facilities.

Quarantine Protocol

If someone tests positive for COVID-19 who is or has been on campus:

The Individual	Public Health Officials	WCC
• Should complete the COVID-19 Self-Screening Report • If on campus when notified of positive test results, must leave and not enter WCC Facilities • Must self-quarantine for 10 days of test date • Must be symptom-free for 24 hours (without the use of fever-reducing medications) before returning to a WCC facility • Must communicate with instructors or supervisor to inform of health-related absence • Is not obligated to inform instructor or supervisor of diagnosis, although public health officials will confidentially inform WCC via contact tracing process	• Will gather contacts the individual has had in the previous 48 hours to conduct contact tracing (and reach out to them), which may include WCC employees and students • Will not share the individual's name with the College unless given permission • Will include the infected individual in the anonymous county report on number of infections	• When WCC receives COVID-19 Self-Screening Report or otherwise becomes aware, WCC will follow the protocol outlined in the bullets below • Will maintain confidentiality of infected individual • Will instruct individual not to enter WCC facilities, to leave campus if they have transportation, or wait in a designated Isolation Area for their transportation • Will gather individual's name, date of birth, address, and phone number for local public health officials to follow up • Will close and conduct sanitation protocol for all classrooms or common areas the individual has been in, followed by a wait time aligned to CDC-approved sanitation products (typically less than 24 hrs) • Will inform instructor or supervisor • May suspend a class or temporarily close a facility, if needed and appropriate

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If someone is notified to be a known close contact* (family member, someone in household, or being identified as exposed) to a person who has tested positive for COVID-19:

The Individual	Public Health Officials	WCC
• If symptomatic but untested: Will stay home for 14 days of self-quarantine from last known exposure to positive case, will get tested, will not return to WCC facilities until symptom-free for 24 hours (without use of fever-reducing medications) • If asymptomatic and tests positive: Will stay home for 10 days from test date and follow protocol described for testing positive for COVID-19 described in the section above • If asymptomatic: Will stay home for 14 days from last known exposure and get tested, if possible • Must communicate with instructors or supervisor to inform of health-related absence, if appropriate • Is not obligated to inform instructor or supervisor of diagnosis, although public health officials will confidentially inform WCC via contact tracing process	• If untested or tests negative, no role • If tested and tests positive, follows above protocol	• Will maintain confidentiality of individual • If symptomatic but untested: Will instruct individual to go/stay home for 14 days, get tested, and not return to WCC facilities until symptom-free for 24 hours (without use of fever-reducing medications) • If asymptomatic and tests positive: Will instruct individual to stay home for 10 days from test date and follow protocol described in section above • If asymptomatic: Will instruct individual to stay home for 14 days from last known exposure and get tested, if possible

*For COVID-19, exposure refers to being within 6 feet of someone diagnosed with COVID-19 for 15 minutes or more.

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If someone has one or more COVID-19 symptoms: new cough, new muscle aches, fever, chills, shortness of breath or difficulty breathing, or new loss of taste or smell:

The Individual	Public Health Officials	WCC
• Must leave and/or not enter WCC facilities • If symptomatic but tests positive: Will stay home for 10 days of self-quarantine from last known exposure to positive case, will get tested, will not return to WCC facilities until symptom-free for 24 hours (without use of fever-reducing medications) • If symptomatic but tests negative or untested: Will stay home for 14 days of self-quarantine from last known exposure to positive case, will get tested, will not return to WCC facilities until symptom-free for 24 hours (without use of fever-reducing medications) • Must communicate with instructors or supervisor to inform of health-related absence	• If untested or tests negative, no role • If tested and tests positive, follows above protocol	• Will maintain confidentiality of individual • Will instruct individual to leave campus if they have transportation or wait in a designated Isolation Area for their transportation • If symptomatic but untested: Will instruct individual to go/stay home for 14 days, get tested, and not return to WCC facilities until symptom-free for 24 hours (without use of fever-reducing medications) • If symptomatic but tests negative: Will instruct individual to go/stay home for 14 days, get tested, and not return to WCC facilities until symptom-free for 24 hours (without use of fever-reducing medications)

Isolation Area Protocol

- WCC administration has designated an isolation area to be used for the purpose of isolating anyone who does not have transportation, who has a confirmed case of COVID-19, symptoms of COVID-19, or known exposure to someone with a confirmed case of COVID-19.

- Individuals who are escorted to the isolation area will be provided and required to wear a face-covering.

- Those individuals placed in the isolation area must remain there until they can leave the campus; they will be encouraged to contact their primary health care provider as soon as possible and to follow the quarantine protocols outlined in the previous section of this document.

- Isolation areas are as follows:

    o Alleghany Center: Room 107 (Main office staff will escort individual)

    o Ashe Campus: Room 307 (Main office staff will escort individual)

    o Wilkes Main Campus: Visitor Center (Faculty/Staff should call the Campus Police at 336-838-6274 or 336-838-6275. Campus Police will escort individual to isolation area)

    o Wilkes Herring Hall: Room 2125 (Faculty member or Dean will escort individual)

Physical Distancing Protocol

Physical distancing, or "social" distancing, is one of the approaches being used worldwide to slow the spread of the COVID-19 virus. To help ensure the health and safety of all faculty, staff, students, and visitors, WCC has implemented the following physical distancing requirements.

Physical Distancing Requirements

- Everyone on campus is expected to maintain at least 6 feet of physical distance from others whenever possible.

- In-person gatherings or meetings should be arranged to accommodate physical distancing of at least 6 feet apart.

- For meetings that cannot meet these requirements, use teleconferencing such as Microsoft Teams instead.

- Signage will be placed around campus as a visible reminder encouraging physical distancing, including pedestrian traffic flow near entrances, exits, and common areas.

- Supervisors should ensure signage is in place and may contact Marketing for access to printable signs and templates.

- Many exterior doors of buildings will remain locked during the phased return to limit population density and facilitate physical distancing.

- All faculty, staff, students, and visitors must adhere to any movement restrictions imposed by the College, such as the closing of certain buildings, the rerouting of foot or vehicle traffic, etc.

Gradual Return

During the gradual return, supervisors should consider implementing the following measures to limit the spread of the coronavirus:

- Schedule partial staffing on alternating days of the week.

- Schedule consistent work teams on the same shifts, so that if a person on one shift becomes sick, workers on the other shifts are protected.

- Stagger workplace arrival and departure times, break times and lunch breaks to minimize population density at building entrances and exits and in break areas, restrooms and other common spaces.

Meetings

- Convene meetings in ways that allow for social distancing and the inclusion of employees who are working remotely.

- Continue to use online meeting platforms to allow employees to connect from their home office or campus office.

- In-person meetings should occur in open areas or rooms with occupancy levels that significantly exceed the number of participants and are not greater than 50 percent of current occupancy limits.

Classes

- Prioritization of in-person instruction for courses with academic outcomes that cannot be measured or achieved virtually, such as performance, laboratory, and clinical experiences.

- Implementation of a hybrid model of instruction for the foreseeable future. Remote options should be planned for and available if a rebound in local infections necessitates continued physical distancing and to support vulnerable students and staff, students in quarantine or isolation, and students and staff who cannot physically return to campus.

- Limiting class size to allow for physical distancing of students.

- Consider creating multiple sections/shifts to reduce numbers.

- Implementation of close monitoring and tracking of in-person attendance and seating arrangements to facilitate contact tracing in the event of an exposure

- Development of a physical distancing plan for each course that includes:

  o Number of students and faculty present in each session

  o Length of session

  o Nature of activities

  o Mechanisms to conduct student and faculty symptom check (see Symptom Monitoring and Screening Protocol sections above)

  o Public health practices: face coverings, 6 feet of physical distancing, cough/sneeze etiquette, hand hygiene

  o Provisions for hand sanitizer and enhanced cleaning

  o Instructions to participants on the classroom-specific physical distancing protocol

  o Availability of remote options

Visitors

Visitors and other intermittent traffic pose additional risks. Avoid non-essential visitors and take precautions to maintain safe distances between people.

Be Proactive

- Use phone conferences and online meeting platforms to reduce the number of visitors

- Limit points of entry and exit

- Designate one-way paths when possible

- Use tape, floor decals, or signs to identify where visitors should stand to preserve social distance

- Limit or remove chairs

- Add transparent barriers to protect both employees and visitors

- Provide hand sanitizer at entrances and in high-traffic areas

- Remove high touch items such as magazines or shared pens

Travel

Use of WCC Vehicles

If employees must travel in vehicles to perform their job duties, limit the number of employees in a vehicle to the maximum extent possible, and whenever possible only have one employee in a vehicle at one time.

If the job duties of an employee require traveling with a crew in a vehicle, vehicle occupants are to:

- Wear face coverings

- Use hand sanitizer

- Allow for the circulation of outside air

College-Related Travel

All non-essential, College-sponsored travel for students, faculty, and staff – domestic and international – is suspended. This includes field trips unless special approval is given by applicable Vice President and/or President.

Other Physical Distancing Recommendations

- Stay home whenever possible.

- Avoid places where many people are together.

- Work or study from home, whenever possible.

- Avoid healthcare settings unless essential services are needed.

- Avoid public transport, whenever possible.

- Do not host visitors or gatherings in your home.

- Maintain the 6 feet rule when out in public.

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Face Covering Protocol

Appropriate use of face masks or coverings is critical in minimizing risks to others near you. You could spread COVID-19 to others even if you do not feel sick.

Why: "I Protect You, You Protect Me." Public health evidence supports wearing face coverings in public, not because they are a guarantee against getting sick, but because they reduce the chance you will transmit germs to others.

Face Covering Requirements

- Face covering use is mandatory when six feet of social distance cannot be maintained, such as entering or exiting buildings, classrooms, hallways, restrooms, or multi-person workstations, and is encouraged at all times. This is consistent with guidance from both CDC and local public health officials. In these situations, it is expected that individuals will wear their face covering. If they do not, student conduct or employee conduct violations may be cited.

- Supervisors should ensure face-covering protocol is implemented consistently in their teams.

- Instructors should ensure face-covering protocol is implemented consistently in their classes. If instructor is 6+ feet away from students, they may remove their face covering while delivering instruction.

- Employees will be provided with face coverings in accordance with CDC guidelines.

- Additional protocols may be followed according to accrediting bodies or clinical site directives for certain programs.

- You are not expected to wear a face-covering when you are not in close contact with someone else, such as when you are working alone in a room or office, or when you are walking alone in an uncrowded outdoor location.

- Cloth face coverings must only be worn for one day at a time and must be properly laundered before use again. Having a week supply of cloth face coverings can help reduce the need for daily laundering. See details regarding face-covering use and care below.

- A supply of extra face coverings will be available in each division and/or building.

- If an individual is not wearing a face covering, they will be reminded and/or given a face covering and, if necessary, asked to leave the facility if they refuse to comply.

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Types of Face Coverings and Intended Uses

Cloth Face Covering	• Home-made or commercially manufactured face coverings that are washable and help contain wearer's respiratory emissions.
	• *Intended use*: Recommended for use in areas where six feet of social distancing cannot be consistently maintained and required in designated areas. Must be washed or replaced daily. Not required when working alone in an enclosed office.
Disposable Mask	• Commercially manufactured masks that help contain wearer's respiratory emissions.
	• *Intended use*: Recommended for use in areas where six feet of social distancing cannot be consistently maintained and required in designated areas. Must be washed or replaced daily. Not required when working alone in an enclosed office.
Medical-Grade Surgical Mask	• FDA-approved masks to protect the wearer from large droplets and splashes; helps contains wearer's respiratory emissions.
	• *Intended use*: These masks are reserved for healthcare workers and other approved areas with task-specific hazards determined by OESO.
N95 Respirator	• Provide effective respiratory protection from airborne particles and aerosols; help contain wearer's respiratory emissions.
	• *Intended use*: These masks are reserved for healthcare workers and other approved areas with task-specific hazards determined by OESO.

Good Hygiene Protocol

You are expected to follow these hygiene guidelines:

- Cover coughs and sneezes with a tissue or the inside of your elbow — not with your hands.

- Avoid touching your face.

- Wash your hands often for at least 20 seconds with soap and water. If soap and water are not readily available, you may use hand sanitizer instead.

- Use hand sanitizer, located at the entrance of every building, as you enter each building.

You are expected to wash your hands at least in the following instances:

- At the beginning and end of each class or work shift

- After using the restroom

- Before and after eating

- After blowing your nose, coughing or sneezing

For more detailed information on effective hand hygiene, view the CDC's guidance for washing and sanitizing your hands.

Sanitation & Disinfection Protocol

Viruses can survive on non-porous surfaces (steel, plastic) for up to 24-48 hours and on cloth, paper, and tissues for up to 8-12 hours. Viruses can be transferred from non-porous surfaces to hands for up to 24 hours and from tissue to hand for up to 15 minutes.

High-touch surfaces and common spaces will be cleaned by WCC in accordance with CDC guidelines for facility disinfection. Employees and supervisors should take steps to reduce the number of common touchpoints in on-campus facilities and to do their part in cleaning the spaces they use.

The use of gloves is not required unless your supervisor has directed you to wear them. Remember that gloves do not give the wearer immunity, and any germs that might be on your gloves can be transferred to other surfaces. To avoid cross-contamination, safely remove gloves immediately after use.

Employee & Student Responsibilities

All individuals using WCC facilities are expected to use available supplies to clean and disinfect the following:

- Tools, equipment, and devices at the start and end of each class or shift (or after each use if the items are shared).

- Their work area (as defined by the supervisor) at the start and end of each class or use.

- Their work vehicle at the start and end of each shift (or before and after each use if the vehicle is shared).

Department Responsibilities

Supervisors are expected to take the following precautions for their designated areas:

- Post signage to indicate occupancy limits of shared spaces.

- Eliminate shared utensils and either replace them with single-use items or allow employees to supply their own, which must be cleaned and removed from the shared space immediately after use.

Custodial Staff Responsibilities*

- Custodial staff will disinfect the classrooms and office areas of those working on campus daily, focusing especially on doorknobs, light switches, desks, keyboards, phones, and any other frequently touched items.

- Custodial staff will disinfect campus restrooms, conference rooms, and other high-touch areas multiple times daily.

*The details of this regimen and set of responsibilities may look different at different WCC facilities.

Custodial Staff Cleaning Procedure

- Surfaces should be cleaned with EPA-registered household disinfectants. The CDC provides a list of products that are [EPA-approved for use against the virus causing COVID-19](#).

- If an EPA-registered disinfectant is not available, cleaning staff should use a diluted solution (1:100 volume/volume-600 parts per quart) or alcohol solutions with at least 70% alcohol, applying it to a clean surface with a cloth moistened with the bleach solution and allowing the surface to remain wet for 5 minutes.

- Cleaning staff should follow the manufacturer's directions for all cleaning and disinfection products.

- All contaminated materials must be placed in the trash. Trash bags must be properly tied or secured.

Sanitation & Disinfection Protocol in Spaces following Presence of Confirmed COVID-19 Case:

- Will close and conduct sanitation protocol for all classrooms or common areas the individual has been in, followed by a wait time aligned to CDC-approved sanitation products (typically less than 24 hrs.).

Measures to Protect Individuals at Higher Risk for Severe Illness

The CDC is continually updating its definition of high-risk factors for severe disease related to COVID-19. Please refer to the CDC website for the latest definition of [people who are at higher risk for severe illness](#).

WCC is committed to protecting individuals at higher risk for severe illness. As an ongoing practice, WCC works with individuals to acknowledge and support their unique needs and circumstances to the extent possible, keeping in mind their health and their educational pathway.

If you are a student who believes you may be at higher risk for severe illness, contact your instructor(s) to discuss options.

If you are an employee who believes you may be at higher risk for severe illness, contact the HR office to discuss your concerns, situation, and options.