

OBERLIN

COLLEGE & CONSERVATORY

Suspected or Positive COVID-19 Response Policy

Policy Number:	EHS062020.1
Policy Title:	Suspect or Positive COVID-19 Response Policy
Responsible Position for Policy:	EHS Manager, Chief Facilities Officer, CHRO, VPFA
Division Responsible for Policy:	Finance & Administration
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Last Revision Date:	n/a
Log of Previous Revisions:	n/a

I. Purpose

To communicate workplace requirements for Managers and Supervisors and employees based on CDC Guidelines and directives from the Lorain County Health Department concerning response actions to a positive case of COVID-19 in the campus community. COVID-19 is a respiratory disease that can result in serious illness or death, is caused by the SARS-CoV- 2 virus, which is a new strain of coronavirus that had not been previously identified in humans and can easily spread from person to person.

II. Scope

This policy is applicable to all Faculty, Staff, Part-Time employees and daily service contractors of Oberlin College and Conservatory.

III. Monitoring the Campus Population

- (A) The College is obligated to take measures to prevent sick personnel from reporting to work and identify personnel who exhibit signs or symptoms of COVID-19 illness and will require that all employees and students monitor daily for COVID-19 symptoms using an online application email-based database with phone interface.
- (B) We will adhere to a strict policy that employees should not report to work and students not attend in-person classes if symptoms exist. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms or combinations

of symptoms may have COVID-19. Symptoms of COVID-19 include but are not limited to:

- (1) Cough;
- (2) shortness of breath or difficulty breathing;
- (3) fever above 100.4 degrees
- (4) chills;
- (5) fatigue;
- (6) muscle or body aches;
- (7) headache;
- (8) congestion or runny nose;
- (9) nausea or vomiting;
- (10) diarrhea;
- (11) sore throat; or
- (12) new loss of taste or smell.

IV. Procedures for Sick Personnel

If an employee/contractor becomes sick while at work or home, with any of the symptoms in Article (III) (B) above, please take the following actions:

- (A) The employee/contractor must contact their Supervisor/Manager immediately
- (B) The employee/contractor must get home and/or isolate if away from home
- (C) The Supervisor/Manager is required to contact Environment, Health and Safety (EHS)
- (D) The employee/contractor should contact their health care provider. Do not show up at a clinic, urgent care facility without contacting them first.
- (E) If the employee/contractor's health care provider confirms the person is positive for COVID-19, they are required to:
 - (1) Contact their supervisor immediately
 - (2) The supervisor is required to contact EHS and Human Resources
 - (3) EHS will contact the Lorain County Health department

- (4) EHS working with supervisor/manager will secure the workspace and then arrange for thorough CDC specified deep cleaning

V. Procedures for Reporting Close Contact with COVID-19 Positive Person

If personnel come into close contact with a person (home or work) who is COVID-19 positive, but they do *not* have any symptoms, they are required to take the following actions. Close contact includes being within 6 feet of a person with confirmed COVID-19 for several minutes or having direct contact with infectious secretions of a COVID-19 case (e.g. being coughed on, kissing, sharing utensils), or living with a person who has COVID-19.

- (A) Contact your physician
- (B) Contact you Supervisor/Manager
- (C) Supervisor/Manager is required to contact EHS and Human Resources
- (D) EHS will contact the Lorain County Health Department; Human Resources will contact the COVID-19 Campus Health Coordinator

If an employee is tested and the results are positive, follow procedures outline in Article (IV) (E) above.

V. This policy will remain in place until further notice.

As directives from state and local authorities change, this policy will be reviewed for content and updates to the document will be communicated.