



Jamestown Community College
Administrative Procedures

Procedure	Infectious Disease Control Protocols, COVID-19 Employees	Approval Date	7/29/21
Responsible Office	Human Resources and Health Center	Review Date	7/15/21

1.0 Procedures

Preventing the Spread of COVID 19

1.1 Hygiene, Cleaning and Disinfection

1.1.1 All students, employees, and visitors are expected to cooperate in taking steps to reduce the transmission of infectious disease in the workplace including, but not limited to: frequent handwashing with warm, soapy water; covering your mouth whenever you sneeze or cough; and discarding used tissues in wastebaskets.

1.2 Personal Protective Equipment (PPE)

1.2.1 Unvaccinated students, employees, and visitors must wear face coverings on campus in any building and outdoors in situations where social distancing may be difficult to maintain.

1.2.2 Vaccinated students, employees, and visitors may choose to wear face masks.

1.3 Social Distancing

1.3.1 Unvaccinated students, employees, and visitors will be expected to adhere to social distancing guidelines.

1.3.2 Vaccinated students, employees, and visitors may choose to practice social distancing.

1.4 Protecting Vulnerable Populations

1.4.1 Employees who believe they may face particular challenges reporting to campus during an infectious disease outbreak because they and/or a member of their family are considered members of a “vulnerable population” should consult with the Health Center and Human Resources.

1.4.2 If you and/or a member of your family are considered to be members of a “vulnerable population,” you may choose to request an accommodation. Consult with Human Resources.

1.5 Screening, Monitoring, and Tracing

1.5.1 It is critical that students, employees, and visitors do not report to campus while they are ill and/or experiencing COVID-19 symptoms such as fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills and fatigue. See CDC COVID-19 Symptoms.

1.5.2 All students, employees, and visitors will be required to complete a COVID-19 symptom screening prior to or upon arrival to campus.

1.5.3 If you are experiencing: (1) COVID 19 symptoms in past 14 days, (2) positive COVID-19 test in past 14 days, and/or (3) close or proximate contact with confirmed or suspected **COVID-19** case in past 14 days, **do not report to campus and contact Health Services and/or your medical provider.** See Student Screening App.

1.5.4 Consistent with New York State guidelines, “an individual who screens positive for **COVID-19** exposure or symptoms must be immediately sent home to their residence, or to the designated quarantine or isolation location, with instructions for arrangement for health assessment and testing.”

1.5.5 Any employee who is unable to report to work due to illness should contact their supervisor(s).

1.5.6 If you are not reporting to work due to illness or show symptoms of COVID-19, contact the Health Center and/or your medical provider. It may become necessary to request information from you and/or your health-care provider.

1.5.7 JCC treats any medical information as a confidential medical record. Therefore, any disclosure of medical information is in limited circumstances with departments, i.e. Health Services and local Health Department, in accordance with HIPAA regulations.

1.5.8 JCC will maintain, review, and secure screening logs daily. In the event of a suspected exposure, JCC will immediately notify the state and local health departments of confirmed positive cases and provide requested documentation. The local health departments will assume responsibility for contact tracing.

1.5.9 Unvaccinated students and employees are to continue to pool test each week they are on campus. Refer to the pool testing schedule. Vaccinated students and employees are not obligated to test weekly but may continue to test if they wish to do so. As per CDC guidelines COVID-19 can be transmitted via vaccinated individuals. Testing does provide surveillance of potential spikes of the illness within our college community.

1.5.10 The Health Center will continue to make daily wellness calls to all students and employees that are in precautionary quarantine or have tested positive for COVID-19.

1.6 Containment, Isolation, & Quarantine

1.6.1 Per New York State, an individual who screens positive for COVID-19 exposure or exhibits symptoms must be immediately sent home, to their residence, or to the designated quarantine or isolation location with instructions or arrangement for health assessment and testing. See CDC Guidance for Isolation and Quarantine and NYS Higher Education Guidelines.

1.6.2 JCC will provide guidance on to and follow CDC isolation requirements: designated isolation room(s), area(s), or building/floor (for on-campus housing) for COVID-19 symptoms or positive tests and procedures for safely transporting anyone who is sick to their home or to a healthcare facility.

1.7 Disinfecting of Exposed Areas

1.7.1 JCC will adhere to CDC and OSHA guidelines associated with cleaning and disinfecting exposed areas. JCC will ensure safe and correct use and storage of cleaning and disinfection products. See JCC COVID-19 Cleaning Procedures.

1.8 Visitors

1.8.1 All visitors must complete a visitor screening prior to or upon arrival. See [Visitor Screening Survey](#).

1.8.2 Unvaccinated visitors must wear a face mask on campus. Vaccinated visitors may wear a face mask if they choose to do so.

1.8.3 Unvaccinated visitors must adhere to social distancing. It is encouraged that vaccinated visitors also practice social distancing.

2.0 Definitions

2.1. COVID-19. A strain of coronavirus that has not been previously identified in humans. The COVID-19 is the cause of an outbreak of respiratory illness first detected in Wuhan, Hubei province, China. Coronaviruses are a large family of viruses that are known to cause illness ranging from the common cold to more severe diseases such as Severe Acute Respiratory syndrome (SARS) and Middle East Respiratory Syndrome (MERS). Symptoms of COVID-19 may appear 2-14 days after exposure and include cough, fever, headache, new loss of taste or smell, repeated shaking with chills, sore throat, shortness of breath and muscle pain.

2.2 Personal Protective Equipment. Protective clothing, helmets, gloves, face shields, goggles, facemasks or other equipment designed to protect the wearer from injury or the spread of infection or illness.

2.3 Social Distancing. Also referred to as physical distancing and means keeping a safe space between yourself and other people who are not from your household. To practice social distancing, stay at least 6 feet from other people who are not from your household in both indoor and outdoor spaces.

2.4 Vulnerable Populations. Individuals who are more susceptible to COVID-19 or other infectious diseases and who require additional precautionary measures. Vulnerable populations include older adults, people with medical conditions, children, and individuals with disabilities.

2.5 Screening. Disclosure from employees, students or visitors to campus that they are free from symptoms such as fever and cough.

2.6 Tracing. Investigation undertaken by the Department of Health to identify those who have been in close contact (within 6 feet of an infected person for at least 15 minutes) with laboratory confirmed or probably COVID-19 patients.

2.7 Quarantine. A precautionary separation and/or restriction of movement of people that may have been exposed to or traveled from an area on the NYS COVID-19 travel advisory list.

2.8 Isolation. For individual(s) that have tested positive for COVID-19 or have symptoms of COVID-19.

2.9 Containment. Utilizing strategies such as quarantine and isolation to prevent the spread of infectious disease.

2.10 COVID-19 Vaccines. For more information, review [CDC's Key Things to Know About COVID-19 Vaccinations](#).

3.0 References

3.1 [CDC Considerations for Institutes of Higher Education](#)

3.2 [CDC, COVID-19 Cleaning and Sanitation CDC Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Schools, and Homes](#)

3.3 [CDC After You Travel](#)

3.4 [SUNY JCC, Pool Testing Schedule](#)

3.5 [SUNY JCC, Employee Screening](#)

3.6 [SUNY JCC, Visitor Screening Survey](#)