COVID-19 and Returning to Campus Safely
FAQs for Campus Employees (v1)

To provide essential information to all PCC employees on measures that have been implemented to foster a safe working environment as we prepare to return to campus, responses to the following frequently asked questions (FAQs) are hereby provided:

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

2. What has been done on the PCC campus to reduce risk of COVID-19 exposure and spread?

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

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

5. Must I submit to a health screening when I arrive on campus and could I be sent home from campus if I am displaying symptoms of the virus?

6. I am an instructor and I have a student displaying symptoms of COVID-19. What steps should I take to address this situation?

7. 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 the situation?

8. What leave options are available to me if I have COVID-19 specific situations?
9. **Who should I contact if I notice that another employee exhibits COVID-19 symptoms and is on campus?**

10. **Why are some employees returning to campus to work while others may be teleworking?**

11. **Can I continue teleworking instead of reporting to campus?**

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

13. **Who should I contact if I think there are additional safety measures we could be taking during the COVID-19 pandemic?**

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

15. **What can I be doing each day to reduce my risk of exposure to COVID-19?**

16. **Will I have to attend in-person meetings with my co-workers during the COVID-19 pandemic?**

17. **Will I have the opportunity to travel for work or attend conferences?**

18. **Can I eat lunch in the breakroom with my co-workers?**

19. **Are there any resources available to help me with stress and anxiety related to this pandemic?**
1. 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 Sherry Raby, Human Resources Director – sraby@pamlicocc.edu. For matters related to students and COVID-19, contact Jamie Gibbs, VP of Student Services – jgibbs@pamlicocc.edu. For matters related to Facilities and PPE, contact Scott Frazer, VP of Campus Operations – sfrazer@pamlicocc.edu. For matters related to classroom instruction contact Michelle Willis, VP of Instruction – mwillis@pamlicocc.edu. If you are not sure whom to call, reach out first to Sherry Raby in Human Resources.

2. What has been done on the PCC campus to reduce risk of COVID-19 exposure and spread?

Much work, since early March 2020, has been completed on campus to respond to the COVID-19 pandemic. After receiving valuable input from college employees, State, County, and other government officials, a variety of safety measures have been put in place to emphasize the importance of social distancing, personal hygiene, and increased facility cleaning processes. These measures include:

- Barriers in public-facing areas to separate employees and visitors.
- Dramatically increased access to hand sanitizer, disinfectant spray, and other PPE (personal protective equipment).
- Powerful disinfectant machines provided to custodial staff.
- Instructional signs to explain the importance of COVID-19 safety practices.
- Signs on floors to ensure six feet of space between people where appropriate.
- Limits on the number of people allowed in confined spaces such as the bookstore, break rooms, meeting rooms and classrooms.
- Mandatory usage of face coverings when interacting with others a six foot difference cannot be maintained or when present in common areas (hallways, restrooms, lounge, etc.).
- Mandatory daily no-touch body temperature and health question checks when entering campus facilities.
- Use of Zoom/Teams meetings or phone calls, even if all employees are back on campus, whenever this provides a greater comfort level for employees.

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

Employees that test positive for COVID-19 should immediately contact their supervisor to inform them of the test result. From there, the supervisor will notify the HR Director and the VP of Campus Operations. The VP of Campus Operations will notify the College President, and will then notify the County Health Department Director, who will be responsible for contact tracing.

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

Every individual should assess themselves each morning to determine if they may be experiencing any symptoms consistent with COVID-19. These symptoms may 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 and/or Human Resources and do not report to campus. Further instructions will be given at that time. You may find it helpful to download
this or a similar health check app (https://campusclear.com). Note that PCC does not endorse this software; as always, use at your own discretion.

5. **Must I submit to a health screening when I arrive on campus and could I be sent home from campus if I am displaying symptoms of the virus?**

All areas on campus require those seeking entrance to undergo a temperature screening before entering the building(s). For the safety of everyone on campus, as well as the greater community, an employee who is displaying COVID-19 symptoms (to include temperatures of 100.4 degrees or more) will be required to depart college property immediately and seek medical evaluation.

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

1. 24 hours with no fever, and
2. Symptoms improved, and
3. 10 days since symptoms first appeared (fever or chills, cough, shortness of breath, fatigue, headache, etc). Please visit the CDC website for a more comprehensive list of symptoms (https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html).

6. **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 to remember 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 the HR Director for further instruction.

7. **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 VP of Campus Operations for instructions on how to handle this situation. If you know the date that this student was last on campus and in which building(s), please be prepared to share this information. Advise the student not to return to campus until further instructed and let them know that a plan will be developed for how best to get instructional materials to them if applicable.

8. **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. These include Federal Emergency Sick Leave (under the FFCRA), FMLA, Sick Leave and Annual Leave. Please contact Human Resources to discuss your specific leave scenario.

9. **Who should I contact if I notice that another employee 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 and to the VP of Campus Operations. Please be assured that your concerns will be addressed
promptly and investigated thoroughly, all while maintaining respect for your coworker’s privacy and confidentiality.

10. Why are some employees returning to campus to work while others may be teleworking?

Certain positions are required back on campus due to the nature of their roles and/or the interaction necessary with the public. As we move through the next several months, more and more employees will be returning to campus. This is of course pursuant to the state orders and directives and allowances for reopening. Some employees may continue to telework for various reasons. Please reach out to your supervisor if you have questions or inquiries.

11. Can I continue teleworking instead of reporting to campus?

The ability to telework is based on many factors. Please reach out to your supervisor if you would like to discuss this further.

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

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

If your doctor feels that other conditions place you at higher risk for severe illness, please reach out to your supervisor to talk through available options.

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

13. 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 your supervisor or the VP of Campus Operations to offer suggestions concerning safety measures currently implemented or those not in place on the PCC campus.
14.**Will I be provided with personal protective equipment (PPE) while performing my job duties? Can I bring my own?**

Hand sanitizer, disinfectant cleaner and towels will be provided to employees. Face masks can be provided if necessary; however, employees are highly encouraged to utilize personal face coverings due to limited supplies (across the nation) of disposable medical grade coverings.

15.**What can I be doing each day to reduce my risk of exposure to COVID-19?**

To proactively minimize the risk of COVID-19 exposure and spread, you are strongly encouraged to follow the “Three W’s”: wear a cloth face covering, wait six feet apart, and wash your hands often or use hand sanitizer when washing is not possible.

Additionally, please take the daily self-assessment seriously and do not delay in seeking medical guidance if you are displaying any symptoms.

Please utilize the disinfectant cleaner that has been made available and clean your work environment, classrooms, and frequently touched surfaces often and thoroughly.

16.**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 video conferencing, please discuss that with your supervisor.

17.**Will I have the opportunity to travel for work or attend conferences?**

All travel is currently prohibited. Travel for work and conferences in the foreseeable future will occur only as necessary to perform the functions of the position and only as approved by the PCC President.

18.**Can I eat lunch in the breakroom with my coworkers?**

Employees gathering for lunch in the breakroom must still exercise social distancing.

19.**Are there any resources available to help me with stress and anxiety related to this pandemic?**

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

- [Pamlico County Health Department](#) – 252-745-3734
- [Promise Place](#) – 252-636-3381