



COVID-19 Protocol for Faculty and Staff

Managing Office: Office of Human Resources

Effective Date: 06/11/2020

Purpose

Alabama A & M University (the University) recognizes that the best way to prevent illness is to avoid being exposed to COVID-19. The University will take proactive steps to decrease the spread of COVID-19 and reduce its impact upon its faculty and staff. To aid in this endeavor, the University encourages sick employees to stay at home, identifying where and how employees may be exposed to COVID-19, and taking steps to reduce those potential exposures.

This protocol is intended to provide guidance to faculty and staff in addressing COVID-19.

Definitions

Alabama A & M University's COVID-19 protocol utilizes the Centers for Disease Control definition of the word "quarantine."

- **Quarantine** separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.

Symptoms Recognized as Indicators of COVID-19

Alabama A & M University's COVID-19 protocol utilizes the symptoms that the Centers for Disease Control recognizes as indicators of COVID-19 as follows:

- fever or chills
- cough
- shortness of breath or difficulty breathing
- fatigue
- muscle or body aches
- headache
- new loss of taste or smell
- sore throat
- congestion or runny nose
- nausea or vomiting
- diarrhea

Designation

Alabama A & M University's COVID-19 protocol will utilize the following designations in addressing COVID- 19.

- **Designation 1: Employees who do not exhibit symptoms of COVID- 19**
- **Designation 2: Employees who disclose or exhibit symptoms of COVID-19, recently tested positive for COVID-19, or testing positive for COVID-19**

Protocol (by Designation)

- **Designation 1 (Employees who do not exhibit symptoms of COVID- 19)**

If the faculty or staff is not exhibiting symptoms for COVID-19 as defined above, then the faculty or staff should report to work as normal.

- **Designation 2 (Employees who disclose or exhibit symptoms of COVID-19, recently tested positive for COVID-19, or testing positive for COVID-19)**

If the faculty or staff discloses that he or she is exhibiting symptoms as defined above, recently tested, or is testing positive for COVID-19, please contact the Office of Human Resources at 256.372.5835, immediately. The employee should not begin working until contact is made with the Office of Human Resources.

Human Resources will request that the faculty or staff consider consulting with the University Health and Counseling Center, a physician, or the Alabama Department of Public Health.

If an employee provides results of a confirmed positive COVID-19 symptom test, the University will comply with its recommendations and the employee will be placed on "leave with pay" status. Additionally, the University will comply with the guidelines that the Equal Employment Opportunity Commission outlines as follows:

1. Send any employee (faculty or staff) home who is sick whether or not they have been diagnosed with COVID-19.
2. If an employee is diagnosed with COVID-19, the University will notify other employees who may have been exposed to them.
3. Protect the privacy of the diagnosed employee.
4. Do not permit the diagnosed employee to return to work until they have been free of symptoms for 72 hours or cleared by a physician.

5. Continue to require employees to monitor themselves for symptoms and stay home if they exhibit any symptoms.

If the faculty or staff is unable to consult with the University Health and Counseling Center, a physician, or the Alabama Department of Public Health, the Office of Human Resources will request that the employee observe the recommendations of the Centers for Disease Control and self-quarantines (additional guidance appears below). The employee will be placed on a “leave with pay” status.

If it is after hours or the Office of Human Resources is not able to be contacted, the employee should not begin working until the Office of Human Resources is contacted.

Guidance on How to Self- Quarantine

- Stay in your dwelling and out of public spaces.
- Do not go to work, events, or other social or religious gatherings.
- Limit contact with others (including persons living in your dwelling). Stay 6 feet away from other individuals at all times.
- Cover your mouth and nose with a tissue when you cough or sneeze.
- Never cough in the direction of someone else.
- Frequently wash your hands with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer.
- Wash/sanitize after coughing/sneezing directly into your hands or after handling used tissues.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid sharing household items (drinking glasses, towels, eating utensils, bedding, or any other items) until you are no longer asked to self-quarantine.
- Keep your surroundings clean.
- Monitor yourself for signs of possible infection, including fever (100.4 degrees F or 38.0 degrees C or higher, measured twice a day), coughing or shortness of breath.

Although the University strives to develop a plan which examines, includes, and considers all aspects, events will sometime warrant adjustment to the protocol, to ensure the health, safety, and well-being of the campus community.