



<b>Policy Name:</b>	Covid-19 Exposure and Contact Tracing				
<b>Section Number:</b>	04.12	<b>Section Title:</b>	President		
<b>Policy Owner:</b>	Vice President of Student Affairs		<b>Last updated:</b>	Jan 2021	<b>Reviewed:</b> N/A
<b>Status:</b>	Active		<b>Due for Review:</b>	To remain in place until the end of the COVID-19 pandemic	

**I. General Statement:**

Jones College’s primary interest is the safety and health of students and employees. The institution will follow Mississippi Department of Health and Center for Disease Control guidelines. While on campus, all employees, students, and visitors are required to wear face coverings when inside buildings, as well as outside when social distancing (6 ft) is not possible. Jones College supports the recommendation in order to best protect the health, safety, and well being of the Campus Community. All members of the Campus Community are expected to comply. Students who refuse to comply with this policy will be in violation of the Student Code of Conduct and may face disciplinary actions. It is the personal responsibility of each individual student and employee to self-monitor and self-report any COVID-19 contact or COVID-19 positive test. Daily screening and temperature checks will be conducted at Health Stations on campus. Employees, students, and visitors should not be on campus if they have symptoms of COVID-19, are awaiting test results for COVID-19, or have tested positive for COVID-19.

**II. Definitions**

- a. COVID suspected  
A person who has symptoms of COVID-19 or has been in direct contact with someone who has tested positive.
- b. COVID positive  
A person who has been diagnosed with COVID-19 following a positive test.
- c. Exposure  
A high risk exposure (or close contact to an infected person) is specified as spending 15 minutes within 6 feet or less of someone infectious with COVID-19, **with or without a mask**. The 15-minute timeframe is not required to be continuous; rather cumulative throughout the day.
- d. Contact  
An individual who has had a high-risk exposure.
- e. Isolation  
Condition in which a case is separated from others. Isolation occurs under conditions (for example, having a private bedroom and bathroom) that will prevent

or limit the transmission of an infectious agent to those who are susceptible. Cases should be isolated for the entirety of their infectious period.

f. Quarantine

Condition in which a contact's activities are restricted. The contact is separated from others to prevent onward disease transmission to those who are susceptible. Contacts should be quarantined for the duration of their incubation period

### **III. COVID suspected individuals**

It is the responsibility of each COVID suspected individual to self-monitor, self-report, and self-isolate.

There are a wide range of symptoms reported – ranging from mild to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- 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

Due to COVID-19 symptoms possibly changing, please refer to the link below for the most current information from the Center for Disease Control.

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Students, employees, and visitors to Jones College showing symptoms of COVID-19 should not enter campus. Students or employees who have symptoms when they arrive on campus or become sick during the day should immediately be separated from others and be sent home. Students and employees with symptoms of COVID-19 should contact Jones College Health Services at 477-4104 or contact their primary care provider by phone. Employees should also contact their immediate supervisor. This applies even when you are working remotely. Any absences due to illness of an employee or their immediate family will be treated as sick leave (see COVID Leave Policy).

Student absences will be assessed as follows:

1. **Hyflex courses:** students must complete weekly Canvas assignments, homework, quizzes, and watch online videos to be considered present for the week. Failure to complete assignments and watch lecture videos will result in an absence for the week. Student are encouraged to attend their assigned face-to-face days in hyflex courses.
2. **Non-hyflex courses:** students must attend their assigned face-to-face days in order to be considered present for the week. Students must also complete weekly Canvas assignments, homework, quizzes, and watch online videos to be considered present for the week. Failure to attend the face-to-face component of non-hyflex courses and failure to complete assignments and watch online lecture videos will result in an absence for the week.

If an employee has health or safety concerns about returning to work on-site, the decision to return is ultimately left to the employee in consultation with their physician, or Jones College Health Services. If an employee expresses concern for their safety in returning to work, consult with HR to determine if accommodations can be made for alternate work arrangements (see Telecommuting Policy).

Jones students and employees have access to testing through Jones College Health Services, South Central Medical Center, and LabCorp.

#### **IV. COVID-19 Positive Individuals**

Jones College employees or students who test positive for COVID-19 are required to notify Jones College Health Services at [campusclinic@jcc.edu](mailto:campusclinic@jcc.edu) immediately. The individual should immediately self-isolate and not return to campus for any reason. For those students in the dorm, they will be expected to isolate off campus. Students living in campus housing who test positive for COVID-19 will be placed in an isolated area until arrangements for their return home can be made. Students **MAY NOT** choose to self-isolate on campus. Infected individuals are expected to follow instructions provided by their health care provider and follow CDC guidelines.

##### Return to campus

Symptomatic individuals who have tested positive for COVID-19, and have self- isolated may return to campus after meeting **ALL THREE** of the following criteria:

1. No fever >100.4 F for 24 hours (without the use of fever-reducing medication); AND
2. Improvement of symptoms; AND
3. At least 10 days have passed since symptom onset.

Persons who tested positive for COVID-19, and have **NO** symptoms, may return to campus after meeting these **TWO** criteria:

1. At least 10 days have passed since the date of positive test
2. Continue to be symptom free

Note: if symptoms develop, individuals should follow guidance above for persons with COVID-19 symptoms.

## **V. COVID-19 Exposed Individuals/Contacts**

CDC addresses prolonged exposure as follows: “Data are insufficient to precisely define the duration of time that constitutes a prolonged exposure. Recommendations vary on the length of time of exposure from 10 minutes or more to 30 minutes or more. In healthcare settings, it is reasonable to define a prolonged exposure as any exposure greater than a few minutes because the contact is with someone who is ill. Brief interactions are less likely to result in transmission; however, symptoms and the type of interaction (e.g., did the person cough directly into the face of the individual) remain important.” <https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html>

Employees or students who have a close contact exposure should notify Jones College Health Services at [campusclinic@jcc.edu](mailto:campusclinic@jcc.edu) immediately. Individuals should immediately self-quarantine and not return to campus for any reason. For those students in the dorm, they will be expected to quarantine off campus. Students living in campus housing who have a close contact exposure will be placed in a quarantined area until arrangements for their return home can be made. Students MAY NOT choose to self-quarantine on campus. Further instructions will be provided by Jones College Health Services.

A COVID-19 Exposure is defined as a household member, intimate partner, individual providing direct care or other individual with whom the employee or student has had prolonged close exposure (>15 minutes and less than 6 feet):

- Self-quarantine for 10 days
- Maintain physical distance (at least 6 feet) from others within the home
- Self-monitor for the development of COVID-19 symptoms such as fever greater than 100.4F, cough, or shortness of breath
- If symptoms develop during the 10-day quarantine period, contact Jones College Health Services or your primary healthcare provider for further instructions.

### Return to campus

Individuals who have had a close contact exposure, and have self-quarantined may return to campus after meeting the following criteria:

1. Completion of 10 day self-quarantine from day of exposure or
2. Completion of a 7 day self-quarantine with a negative COVID-19 test on day 7 pending the approval of Jones College Health Services
3. Display no signs and symptoms of COVID-19

Strategies to decrease risk of becoming a contact or exposed individual:

- Self-monitor for the development of COVID-19 symptoms such as fever greater than 100.4F, cough, or shortness of breath.
- Practice social- distancing by maintaining 6 feet distance from others.
- Stay out of crowded places.

- Wear a protective face covering when in public.
- If COVID-19 symptoms develop during the 14-day self-monitoring period, immediately self-isolate and contact your primary healthcare provider.

## **VI. Contact Tracing Process**

When a member of the College community tests positive for COVID-19, the College will investigate potential exposures of others and conduct contact tracing.

The College's delegated representative will gather the following information from the infected person:

Demographics (race, ethnicity, age, occupation, etc.).

Symptoms and symptom onset to determine when he/she was infected.

Risk factors (workplace, class schedule, recent meetings, travel, living arrangements, etc.)

- The College will attempt to notify any person(s) identified as a close contact.
- To protect patient privacy, close contacts are only informed that they have had a potential exposure. The identity of the infected patient will not be given, and no identifying information will be released.
- Exposed individuals will be notified by a Jones College representative, of a potential exposure, as soon as possible.
- Close contacts will be provided with the necessary information to understand their risk and with information to prevent the spread of illness to others. Information regarding self-quarantine and self-monitoring will be provided.
- Close contacts may be required to stay home. Requirements for returning to campus following a direct exposure include 1) completion of a 14-day self-quarantine, AND 2) no signs of COVID-19 infection. Close contacts should notify Jones College Health Services for instructions if symptoms of infection develop. COVID-19 testing may be recommended.

All Jones employees will be required to complete the EDAF form at the end of each workday. The form indicates work locations and personal contacts to aid with the potential for contact tracing. The information on the EDAF forms will be used for contact tracing purposes only and will not be used for any other purpose.

## **VII. Community Members and Campus Visitors**

Everyone who enters a building on campus must complete the screening process at one of the Health Stations. All campus visitors will complete the self-screening and temperature check and receive a wristband to indicate that they are safe to be on campus.

Jones employees, students, and visitors will not be allowed on campus if they are symptomatic, have tested positive for COVID-19, or are awaiting test results.

Symptomatic individuals who have tested positive for COVID-19, and have self-isolated may return to campus after meeting **ALL THREE** of the following criteria:

1. No fever >100.4 F for 24 hours (without the use of fever-reducing medication); AND
2. Improvement of symptoms; AND
3. At least 10 days have passed since symptom onset.

Persons who tested positive for COVID-19, and have NO symptoms, may return to campus after meeting these **TWO** criteria:

1. At least 10 days have passed since the date of positive test
2. Continue to be symptom free

Note: if symptoms develop, individuals should follow guidance above for persons with COVID-19 symptoms.

In all cases, **individuals should follow the guidance of their health care provider.**