



Policy Name:	Covid-19 Self-reporting				
Section Number:	3.05	Section Title:	Office of the President		
Policy Owner:	President	Last updated:	August 2020	Reviewed:	
Status:	Inactive	Due for Review:			

All students and employees must notify the College as soon as possible if they develop symptoms of, or are diagnosed with, COVID-19 or if they have been exposed or are suspected to have been exposed to a confirmed case of COVID-19. Please follow the self-reporting process stated below.

I. STUDENTS:

1. Notify the College as soon as possible by:

A. Phone: (601) 477-XXXX

B. Email: covidhelp@jcc.edu

2. **Do not come to campus**

3. If you are feeling ill with COVID-19 symptoms, or believe you have been exposed to someone ill with COVID-19, contact your primary care physician for guidance.

4. If you are experiencing COVID-19 symptoms, even if you have not been diagnosed with COVID-19, never be physically present on any campus or other College property.

II. GUESTS / CONTRACTORS:

1. Please notify the College as soon as possible by:

A. Phone: (601) 477-XXXX

B. Email: covidhelp@jcc.edu

2. Do not come to any JC campus or property

3. If you are feeling ill with COVID-19 symptoms, or believe you have been exposed to someone ill with COVID-19, contact your primary care physician for guidance.

4. If you are experiencing COVID-19 symptoms, even if you have not been diagnosed with COVID-19, never be physically present on any Jones College campus or property.

III. EMPLOYEES:

1. Notify the College as soon as possible by:

A. Phone: (601) 477-XXXX

B. Email: covidhelp@jcc.edu

2. Do not come to work

3. Employees must contact the COVID TASK FORCE to report the following:

A. You are subject to a quarantine or isolation order due to confirmed COVID-19 exposure/illness;

B. You have been advised by a healthcare provider to self-quarantine for reasons related to COVID-19 (even if you are not experiencing symptoms of or ill with COVID-19);

C. You are experiencing COVID-19 symptoms and seeking a medical diagnosis;

D. You are caring for an individual subject to an order or recommendation described in A or B above;

E. You are caring for a child whose school or place of care is closed, or whose child-care provider is unavailable, for reasons related to COVID-19.

4. If you are feeling ill with COVID-19 symptoms, or believe you have had contact with someone ill with COVID-19, contact your primary care physician for guidance.

5. If you are experiencing COVID-19 symptoms, even if you have not been diagnosed with COVID-19, never be physically present on any College campus or other College property.

6. For more information and additional reporting, as well as for information about sick leave and other leave options, please see “Employees and COVID-19 Reporting” below.

When the College resumes its regular on-site operations, please note that no students or employees should ever come to or remain on any Jones College property if they are experiencing symptoms of COVID-19. It is everyone’s personal responsibility to protect our College community, and the College reserves the right to take all reasonable measures to prevent any individuals who are or appear to be experiencing COVID-19 symptoms from entering onto or remaining on College property.

Employees and COVID-19 Reporting

The COVID Task force will be the intake point for employees affected by COVID-19.

The College will extend the rights of the Families First Coronavirus Response Act (FFCRA) to employees.

Under this law, Jones College will uphold HIPAA, Privacy and Confidentiality laws and regulations.

As with all FMLA and other leave requests, supporting documentation or equivalent will be required for use of Emergency Paid Sick Leave or Extended Family Medical Leave Act related to the current COVID-19 legislation. Since healthcare providers may be unavailable or difficult to contact due to the COVID-19 emergency, employees are required to provide to Human Resources a signed statement setting forth the reason for the absence relative to

COVID-19.

The College’s return-to-work process provides supervisors with direction on how to reintegrate employees back into the workplace following medical leaves of absence. The process also addresses situations when returned employees exhibit signs of being unable to fully perform the duties and responsibilities of their positions.

The College offers very generous annual and sick leave as well as additional leave related specifically to the COVID-19 pandemic, and federally legislated new COVID-19 benefits. These leaves must be used when applicable. No one should ever be on-site if they are sick. Employees who are or appear to be experiencing symptoms associated with COVID-19 will be sent home immediately.

EMPLOYEE BENEFITS:

MDLIVE Telehealth allows full-time employees the benefit of visiting with board certified doctors over the phone to prevent having to risk a face-to-face interaction.

Families First Coronavirus Response Act COVID-19 Special Leave Policy: This policy applies only to the 2019 Coronavirus pandemic (COVID-19)

Employees who have questions or need to utilize this Special Leave Policy should contact Human Resources at luke.hammonds@jhc.edu or (601) 477-4058.