EMPLOYEE AND SUPERVISOR PROTOCOL:
WHAT STEPS TO TAKE FOR A POSSIBLE OR CONFIRMED COVID-19 ILLNESS

The following guidance recommends actions for employees and supervisors to take if an employee becomes ill on campus and it is suspected the illness may be COVID-19, or a Coastal Carolina University (CCU) employee is diagnosed with COVID-19. These actions are intended to protect the health and safety of campus occupants and are not medical guidance.

The steps below address (A) a “suspected” case where an employee becomes ill and it is possible the employee has COVID-19 and (B) a confirmed case of COVID-19 among campus occupants.

These actions are in addition to the general recommendations of frequent hand washing, social distancing, and other best practices as recommended by the Center for Disease Control (CDC) and South Carolina Department of Health and Environmental Control (SC DHEC).

(A) SUSPECTED CASE OF COVID-19 ON CAMPUS:

1) If an employee is ill (fever, cough, shortness of breath, chest pressure or other associated symptoms) or awaiting the results of a COVID-19 test, the employee should:
   - Immediately go home and self-isolate, minimizing interaction with others.
   - Notify the immediate supervisor, informing the supervisor of the employee’s condition and CCU campus locations the employee has frequented. In addition, the employee should determine who the employee had prolonged close contact with (defined as being within six feet of the symptomatic employee for at least 10 minutes).
   - When a COVID-19 test is administered, inform Lori Cox in HREO at 843-349-6496. The employee should also advise of the last day on campus and provide an update on diagnosis. HREO will be available to address information regarding leave and/or benefits, upon request.
   - Upon receipt of COVID-19 test results, the employee should contact Lori Cox at the number above.

2) Supervisor (or the employee, if the supervisor is unavailable) should immediately contact Lori Cox in HREO at 843-349-6496 to inform HREO of a suspected case of COVID-19 on campus. The following information should be provided:
   - the employee’s name
   - Department/Unit
3) In consultation with Lori Cox, the supervisor should:
- Secure the potentially impacted areas until diagnosis results are received.
- Supervisors must maintain confidentiality of the impacted employee as required by the Americans with Disabilities Act.
- Consider relocating individuals until the area has been cleaned.
- Inform occupants in the building as a precaution. Remind them to continue to practice social distancing, hand washing, and avoidance of sick individuals.
- Contact Jeremy Monday, Director of Custodial Services at 843-349-2389 or email jmonday1@coastal.edu to coordinate disinfecting/sanitizing services in affected areas.
- Notify respective department head/VP.

4) HREO will:
- Contact individuals within the potentially impacted area and inform them of the concern. Prolonged close contacts should be kept informed if a positive diagnosis occurs.

5) Potentially exposed individuals should:
- Leave the potentially impacted area.
- Continue to practice social distancing and self-monitor for any symptoms.
- If symptoms occur, self-isolate, call MUSC telehealth, McLeod telehealth or your healthcare provider and follow their recommendations.  
  https://campaigns.muschealth.org/virtual-care/index.html
  https://www.mcleodhealth.org/coronavirus/telehealth-covid-19/
- If a COVID-19 test is administered, please inform Lori Cox in HREO at 843-349-6496. The individual should also advise of the last day on campus and provide an update on diagnosis. HREO will be available to address information regarding leave and/or benefits, upon request.
- Upon receipt of COVID-19 test results, the individual should contact Lori Cox at a phone number above.
- Upon confirmation of a positive diagnosis, the supervisor should follow step (B) below.

(B) CONFIRMED CASE OF COVID-19:

1) If an employee is diagnosed with COVID-19 and the employee has visited CCU’s campus within the past 14 days, the employee should:
- Follow recommendations of their physician.
• Notify the immediate supervisor, informing the supervisor of the employee’s condition and CCU campus locations the employee has visited. In addition, the employee should determine who the employee had prolonged close contact with (defined as being within six feet of the symptomatic employee for at least 10 minutes).
• Contact Lori Cox in HREO at 843-349-6496. The employee should advise of the last day on campus, test result and diagnosis. HREO will be available to address information regarding leave and/or benefits, upon request.

2) **Supervisor** (or the employee, if the supervisor is unavailable) should immediately contact Lori Cox in HREO at 843-349-6496 to inform HREO of a positive COVID-19 diagnosis. The following information should be provided:
• the employee’s name
• Department/Unit
• Preferred call back number
• Building name and potential room numbers and common areas frequented by the individual

3) In consultation with Lori Cox, the **supervisor** should:
• Work with the employee to determine who they had close contact with (defined as being within six feet of the symptomatic employee for at least 10 minutes). **Supervisors must maintain confidentiality of the impacted employee’s identification** as required by the Americans with Disabilities Act.
• Inform others in the building as a precaution. Remind them to continue to practice social distancing, hand washing, and avoidance of sick individuals.
• Refer the employee to Lori Cox to receive an update on leave and other health benefits available.
• Contact Jeremy Monday, Director of Custodial Services at 843-349-2389 or email jmonday1@coastal.edu to coordinate disinfecting/sanitizing services in affected areas.
• Notify respective department head/VP.
• Restrict access to the building, in coordination with Facilities and department administration (if circumstances warrant).

4) **Potentially exposed individuals** should:
• Leave the potentially impacted area.
• Go home, self-quarantine for 14 days from the last date of exposure to the person and monitor for any symptoms.
When a COVID-19 test is administered, please inform Lori Cox in HREO at 843-349-6496. The individual should also advise of the last day on campus and provide an update on diagnosis. HREO will be available to address information regarding leave and/or benefits, upon request.

Upon receipt of COVID-19 test results, the individual should contact Lori Cox at a phone number above.

Upon confirmation of a diagnosis, the supervisor should follow step (B) (2) and (3).

5) HREO will:
- Contact individuals within the potentially impacted area and inform them of the concern and recommend they call their primary care physician or telehealth for additional guidance.
- Contact University Counsel, and other appropriate administrators.
- Notify CCU’s Director of Environmental Health and Safety to contact SC DHEC, as necessary.

6) Custodial Services will coordinate the cleaning and disinfecting of the impacted spaces or building per CDC guidance using trained personnel and proper PPE. Signage will be placed outside or near area to prevent possible exposure to others.
- In non-residential areas:
  - It is recommended to close off areas used by the ill persons and wait as long as practical before beginning cleaning and disinfection to minimize the potential for exposure to respiratory droplets.
  - Custodial staff and/or a contracted cleaning service should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces.
- For residential areas within University Housing:
  - Follow Interim Guidance for US Institutions of Higher Education on working with DHEC officials to isolate ill persons and provide housing accommodations, as needed.
  - If feasible, areas used by the ill persons will be closed off. The University housing will utilize a multifaceted disinfection plan to mitigate exposure to respiratory droplets.
  - In areas where ill persons are being housed in isolation, follow Interim Guidance for Environmental Cleaning and Disinfection for U.S. Households with Suspected or Confirmed Coronavirus Disease 2019. This includes focusing on cleaning and disinfecting common areas where staff/others may come into contact with ill persons but reducing cleaning and disinfection of bedrooms/bathrooms used by ill persons, as needed.
In areas where ill persons have visited or used, continue routine cleaning and disinfection as noted in this guidance.

**NOTE:** Due to difficulties in effectively sanitizing certain laboratory areas, it may be necessary to close certain laboratories for 14 days, in order to safeguard facilities staff from exposure to hazardous chemicals, to protect sensitive equipment from exposure to chemical disinfectants and to avoid potential reactions between disinfectants and lab chemicals. Decisions regarding the sanitization of laboratories will be made the Office of Environmental Health and Safety, in consultation with Custodial Services, the Provost and University Counsel.

7) Once sanitation is complete, **Custodial Services** will communicate the status with the appropriate administrators, Environmental Health & Safety, Emergency Management and department administration.

8) **Environmental Health & Safety** will communicate with occupants when that the area/building is safe to re-occupy.

**NOTE:** Supervisors and members of management are not authorized to release information regarding an employee’s exposure and/or condition unless explicitly instructed to do so by CCU’s Office of University Counsel. If necessary to protect the health of other individuals, **HREO will communicate directly to individuals who may have had direct contact with an employee with a confirmed case of COVID-19.**

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