



**JOHNSTON
COMMUNITY
— COLLEGE —**

COVID-19 INFORMATION & PROCEDURES

JCC HR/EHS

1/04/2022

Expectations

All staff are expected to comply fully with the policies and guidelines outlined in this document as part of JCC's Workplace Expectations and Guidelines.

Symptom Monitoring Requirement

Staff who are returning to the workplace must conduct symptom monitoring every day before reporting to work. You must be free of ANY symptoms potentially related to COVID-19. The college recommends that everyone take a daily assessment to determine if self-quarantine is necessary. The assessment is located here:

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

You can also review the information below.

COVID-19 Symptoms

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

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell
- Runny nose or new sinus congestion
- Fatigue
- New gastrointestinal symptoms

**This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning to you. CDC COVID symptom list: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>*

When to Seek Medical Attention

Look for **emergency warning signs*** for COVID-19. If someone is showing any of these signs, **seek emergency medical care immediately:**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

Other considerations:

According to the CDC, individuals with certain conditions may have a higher risk for COVID-19 infection. Those conditions may include:

- Older adults (aged 65 years and older)
- People with HIV
- Asthma (moderate-to-severe)
- Chronic lung disease
- Diabetes
- Serious heart conditions
- Chronic kidney disease being treated with dialysis
- Severe obesity
- Being immunocompromised

**Call 911 if you have a medical emergency: Notify the operator that you have, or think you might have, COVID-19. If possible, put on a cloth face covering or mask before medical help arrives. **

Safety Guidelines

UPDATED COVID-19 GUIDANCE AT JOHNSTON COMMUNITY COLLEGE

UPDATED COVID-19 GUIDELINES 8/17/21

In light of the recent spikes in COVID-19 cases and the highly contagious nature of new variants, we will require that masks be worn indoors as students and faculty return to campus this month. While we strongly encourage you to get vaccinated, it is not required. We also still recommend that you practice social distancing and frequent hand washing.

We will continue to seek COVID-19 guidance provided by the CDC, NCDHHS, NC Community College System, and other agencies. Our Emergency Management Team is monitoring this ever-changing situation and our guidelines are subject to change. Our top priority is the safety of our students, faculty, and staff.

Please continue to report any COVID-19 diagnosis, exposures, and COVID-like symptoms to JCC's COVID-19 Emergency Response Team by emailing COVIDEmergencyResponseTeam@johnstoncc.edu.

Vaccinations (Recommended)

Vaccination appointments are widely available, and JCC encourages faculty, staff, and students to be vaccinated if eligible and medically cleared to do so. Vaccinations help keep our community healthy. You can schedule your COVID-19 vaccine appointment at <https://takemyshot.nc.gov/>.

For the latest COVID-19 vaccination information, visit <https://www.johnstoncc.com/covid19/>.

Remember the 3 W's...Wear, Wait & Wash (Recommended)

Wear- Wear face coverings while in public (**regardless of vaccination status**). Visit CDC website for face covering requirements and how-to's.

Wait- Wait until you have 6 feet of separation from others. Social distancing is our best defense.

Wash- Wash your hands often. 20 seconds with soap and water.

Social Distancing (Recommended)

Social distancing includes measures taken intended to reduce the likelihood of exposure to an infectious disease. Social distancing is only one recommended component of the infection control measures sometimes taken by public health officials to stop or slow down the spread of a highly contagious disease. The usage of a mask or cloth face covering **is not** considered social distancing.

Face masks/Cloth Face Coverings (Required)

Below is a link showing proper mask use:

[Proper Mask Usage Video](#)

The correct use of face masks or coverings is crucial in reducing risks to others near you. You could spread COVID-19 to others even if you do not feel sick. The usage of a mask or cloth face covering **is not** considered social distancing. All individuals should provide their own masks, but the College has a limited supply of disposable masks available as a backup. Disposable masks may be worn on multiple days if it's in good condition. Inspect the mask to make sure there are no tears or holes. Also, if the mask has been wet, is visibly dirty or soiled, it should be thrown away and a new one used. If you reuse a disposable mask, be sure to store the mask in a plastic or brown paper bag after use.

If you (employees only) wear your own provided N95 or KN95 mask, please contact JCC's Environmental Safety Officer to sign a voluntary use of PPE form.

Use and care of face coverings

Putting on the face covering/disposable mask:

- Wash hands or use hand sanitizer prior to handling the face covering/disposable mask.
- Ensure the face-covering/disposable mask fits over the nose and under the chin.
- Situate the face-covering/disposable mask properly with nose wire snug against the nose (where applicable).
- Tie straps behind the head and neck or loop around the ears.
- Throughout the process: Avoid touching the front of the face covering/disposable mask.

Taking off the face covering/disposable mask:

- Do not touch your eyes, nose, or mouth when removing the face covering/disposable mask.
- When taking off the face covering/disposable mask, loop your finger into the strap and pull the strap away from the ear, or untie the straps.
- Wash hands immediately after removing.

Care, storage and laundering:

- Keep face coverings/disposable mask stored in a paper bag when not in use.
- Cloth face coverings may not be used more than one day at a time and must be washed after use. Cloth face coverings should be properly laundered with regular clothing detergent before first use, and after each shift. Cloth face coverings should be replaced immediately if soiled, damaged (e.g. ripped, punctured) or visibly contaminated.

PPE, Masks Information and Locations

A limited supply of PPE will be available to students and staff. Because supply chains are low, please conserve PPE if at all possible. It will be centrally located at each building. VP's, AVPs and Department Heads (or their designee) will have PPE available. It is expected that you bring your own face coverings.

If you have any questions or concerns, please contact your supervisor or JCC's Environmental Safety Officer (209-2560). Also if you have any questions about the proper use of masks or PPE, please contact JCC's Environmental Safety Officer (209-2560).

Handwashing

Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, sneezing, or touching your face. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose, and mouth, and wash your hands after touching your face. Hand sanitizer dispensers are located throughout every building on campus. Signs will be posted where these dispensers are located.

Gloves

Healthcare workers and others in high-risk areas should use gloves as part of PPE (Personal Protective Equipment), but according to the CDC, gloves are **not necessary** for general use and do not replace good hand hygiene. Washing your hands often is considered the best practice for common everyday tasks. Below is a link showing how to properly remove gloves:

[Proper Glove Removal Video](#)

Goggles/Face Shields

Staff do not need to wear goggles or face shields as part of general activity on campus. Good hand hygiene and avoiding touching your face are generally sufficient for non-healthcare environments. There may be situations that employees and/or students can use face shields. These conversations will be between the employee, student, supervisor, instructor, Student Services, Accessibility Services' representative, Environmental Health and Safety, and/or Human Resources.

Cleaning/Disinfection

Housekeeping teams will clean office and work spaces based on CDC guidelines for disinfection. Housekeeping, with the help of Environmental Safety and Health (EHS), will maintain hand-sanitizer stations at major building entrances, elevator stops and high-traffic areas. Commonly used surfaces should be wiped down before use with products that meet the EPA's criteria for use against COVID-19 and are appropriate for the surface. This includes any shared-space location or equipment (e.g. copiers, printers, computers, A/V and other electrical equipment, coffee makers, desks and tables, light switches, door knobs, etc.). Disinfectant wipes are located in the classroom and lab areas. All disinfectant measures could change or be modified at any time.

Coughing/Sneezing Hygiene

If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Then throw used tissues in the trash.

Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Working in Office Environments

If you work in an open environment, it is recommended to maintain a socially distance space from co-workers. If possible have at least one workspace separating you from another co-worker. It is recommended to wear a face mask or face covering while in a shared workspace/room.

Departments should assess open work environments and meeting rooms to institute measures to physically separate and increase distance between employees, other coworkers, and students. If more than one person is in a room, masks/face coverings are recommended to be worn.

Masks/face coverings are recommended to be worn by any staff in a reception/receiving area. Masks/face coverings are recommended, especially unvaccinated individuals, to be used when inside any JCC facility.

Using Restrooms

Use of restrooms should be limited based on size to ensure reasonable distance between individuals. Wash your hands thoroughly afterward to reduce the potential transmission of the virus.

Using Elevators

Please use the stairs whenever possible. If you are using the elevator, it is recommended to wear your mask or face covering and avoid touching the elevator buttons with your exposed hand/fingers, if possible. Wash your hands or use alcohol-based hand sanitizers upon departing the elevator.

Meetings

Convening in groups increases the risk of viral transmission. Where feasible, meetings should be held in whole or part using the extensive range of available collaboration tools (e.g. Zoom, WebEx, Microsoft Teams, telephone, etc.).

In person meetings are limited to the restrictions of local, state and federal orders. All attendees are advised to wear a mask or face covering while sharing space in a common room. During your time on-site, you are encouraged to communicate with your colleagues and supervisors as needed by email, instant message, telephone or other available technology rather than face-to-face. You can also use a range of available collaboration tools (e.g. Zoom, Skype, Microsoft Teams, etc.).

COVID-19 Campus Exposure Procedure

As stated before, JCC recommends that everyone take a daily assessment to determine if self-quarantine is necessary. The assessment is located here:

https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/coronavirus-self-checker.html?s_cid=ccbot_004#cdc-chat-bot-open

Reporting Requirements

JCC's Emergency Management Team has established a COVID-19 Emergency Response Team, charged with contact tracing and case management of any reports of positive COVID-19 individuals, COVID-19 exposures, or COVID-like symptoms. The COVID-19 ERT works with the Johnston County Public Health Department on complex cases where additional guidance may be needed. Contact tracing and your timely cooperation with the COVID-19 Emergency Response Team is required and vital to mitigating the threat of COVID-19 on JCC's campuses.

All students and employees that have had close contact (*Johnston County Public Health defines "close contact" as being less than 6 feet from another person for a cumulative time of 15 minutes or more, regardless of wearing masks*) with a positive COVID-19 individual **OR** has tested positive for COVID-19 **must immediately notify** the JCC COVID Emergency Response Team via email at: COVIDEmergencyResponseTeam@johnstoncc.edu and/or jccsafety@johnstoncc.edu

Additional Procedures

What should you do if you have tested positive for COVID-19, have been exposed to someone who has COVID-19, or are experiencing COVID-like symptoms?

1. Do not come to campus! Immediately notify all of your instructor(s) and/or supervisor(s) of your situation so they can understand why you are absent. Unless you have already received a positive COVID-19 test result, do not schedule a test any sooner than five (5) days after your onset of COVID-like symptoms or known exposure to someone with COVID-19.
2. Your instructor(s) and/or supervisor(s) should then send a notification via email to COVIDEmergencyResponseTeam@johnstoncc.edu and/or jccsafety@johnstoncc.edu, containing as much information as possible that is known about the situation. At a minimum, this email should include the student or employee's name, college ID number, a good way to contact the student or employee, and whether the situation involves a positive COVID-19 test result, an exposure, and/or COVID-like symptoms. Any additional information provided will always be appreciated.
3. Expect to receive an email from a member of the COVID-19 Emergency Response Team at your JCC student (@mail.johnstoncc.edu) or employee (@johnstoncc.edu) email address within 48 hours of your notification to your instructor/supervisor. Be sure to check your spam folder! This email will contain instructions to complete a COVID-19 checklist.
4. As soon as possible, complete and return your checklist to the Team Member you received it from and/or COVIDEmergencyResponseTeam@johnstoncc.edu and/or jccsafety@johnstoncc.edu, including any additional information you feel should be provided to assist with your case. Please do not wait on test results before completing this checklist – this process is time-sensitive, and you can always follow up with information you do not yet have. If you have been in close contact with anyone, please be as specific as possible, including names and how you were in close contact.
5. The COVID-19 Emergency Response Team will evaluate your completed checklist and any additional information provided. A copy of your student course schedule will be acquired to assist the Team with identifying what notifications may be required and, if applicable, with developing a disinfection plan.
6. Your situation may result in a generic notification being sent to your classmates/coworkers (your name will never be disclosed in a notification without your approval), the quarantine of additional individuals at higher risk of infection, your class(es) moving to a different room or being adjusted to an online learning format, and/or a

building being shut down for thorough disinfecting. In any of these situations, it is important to remain in contact with your instructor(s) and your point of contact from the COVID-19 Emergency Response Team.

7. A COVID-19 ERT Member will provide you and your program director(s)/supervisor(s) with a plan of action for your safe return to campus. The Team will not communicate directly with your instructor(s) unless the situation warrants it, so you should forward any information you receive from the COVID-19 ERT to all of your instructors to keep them aware of your status. This will help your instructor(s) come up with a plan to work with you while you are absent, if options are possible and available. Be sure to continue working on any of your assignments while you are away if you are feeling well enough, to keep up with your classes and make it easier for you to catch up when you return.
8. Depending on your situation, you may be able to return to campus sooner than expected, or you may have to quarantine for a longer amount of time than anticipated. You will not be able to return to campus without being cleared by the JCC COVID-19 Emergency Response Team.

****COVID-19 protocol at Johnston Community College is subject to change.****

Questions you will be asked in your COVID-19 Checklist:

1. Have you recently been in close contact with someone who has tested positive for COVID-19?
 - If so, please explain. Include last date of contact and living arrangements in relation to the COVID-positive person.
2. Are you experiencing any symptoms of COVID-19?
 - If yes, what symptoms?
 - What date did your symptoms begin?
3. Have you been tested for COVID-19? **Note: Do not schedule a test any sooner than five (5) days after your onset of COVID-like symptoms or known exposure to someone with COVID-19. At this time, Lab and Rapid Test results are accepted. Results from a home test will not be accepted.**
 - When and where were you tested (Date/Time)?
 - Have you received your results?
 - What were the results from your COVID-19 test? **Note: Be prepared to submit a copy of your test result, showing the date/time tested, location you received your test, and the outcome. If results are pending, please go ahead and complete your checklist, following up once you receive your results.**
4. Do you plan on getting tested?
 - When do you plan on getting tested?
5. Have you been vaccinated?
 - If so, which vaccine? Please list vaccination date(s). **Note: Be prepared to submit a copy of vaccine record.**
6. Have you notified ALL of your instructors?
7. When were you last on campus (Date/Time)?
 - Please list ALL buildings, department/service areas (i.e., Student Success Center, Library, Bookstore, computer labs), offices, classrooms, restrooms, etc. you entered while on campus during the past week, and include when and approximately how long you were in each area.
8. Were you and others wearing face coverings and practicing social distancing, if on campus during the last week?

9. Johnston County Public Health Department defines close contact as being less than 6 feet from another person for a cumulative time of 15 minutes or more, regardless of wearing masks.
- Did you have close contact recently with anyone while on campus? Explain, including name(s) of individual(s).
 - If applicable, who were the students sitting next to you on either side, behind you, and in front of you for the classes you attended?

COVID-19 Guidance for Individuals

UPDATE: This memo provides general guidance about COVID-19 virus to keep our citizens safe and healthy. The following recommendations are from the NC Department of Health and Human updated 12/30/2021:

1. Persons who have symptoms, regardless of vaccination status should – get tested and isolate from others while waiting for a result. If testing is not possible, follow the guidance below as if the person is positive.

2. Isolation: Those who test positive, regardless of vaccination status, and
- Do not have symptoms – should isolate from others for 5 days, then wear a mask for 5 additional days.
 - Have symptoms – should isolate from others until fever-free and symptoms are improving.

Individuals should isolate for at least 5 days since symptoms began and then wear a mask for 5 additional days.

3. Quarantine: If you are exposed to someone with COVID-19, and
- Not vaccinated – stay away from others for 5 days, get tested on day 5 after exposure, and if they test negative, return to school while wearing a mask for 5 additional days.
 - Vaccinated (**Completed the primary series of Pfizer or Moderna vaccine within the last 6 months OR completed the primary series of J&J vaccine within the last 2 months**) and eligible for a booster, but not yet been boosted – stay away from others for 5 days, get tested on day 5 after exposure, and if they test negative, return to school while wearing a mask for 5 additional days.
 - Vaccinated (**Have been boosted OR completed the primary series of Pfizer or Moderna vaccine within the last 6 months OR completed the primary series of J&J vaccine within the last 2 months, or are not yet eligible for a booster**) – individuals do not need to stay away from others, but should wear a mask for 10 days. Get tested on day 5 after exposure.

4. StrongSchoolsNC Toolkit guidance (this remains unchanged includes)
- Individuals who are not fully vaccinated after a close contact in a classroom or other school setting if masks were being worn appropriately and consistently by both the person with COVID-19 and the potentially exposed person do NOT need to quarantine.

Everyone should continue to practice the 3 Ws (wear, wait, and wash) whenever they leave home. Wearing a cloth face covering if someone will be with other people, waiting 6 feet apart, and washing their hands often can help protect themselves and their loved ones. If you have additional questions, do not hesitate to contact the Johnston County Health Department at 919-209-8310.

<https://www.cdc.gov/media/releases/2021/s1227-isolation-quarantine-guidance.html>

****PLEASE NOTE:** All cases received by the JCC Emergency Response Team will be processed on a case by case basis. Results of the case reviews may lead to different guidance than what is stated above. Also, we will be in consultation

with Johnson County Public Health (JCPH). JCPH's guidance will supersede any final guidance given by the JCC COVID-19 Emergency Response Team. Please contact the JCC COVID-19 ERT at jccsafety@johnstoncc.edu for any notifications or questions.

**** ALL GUIDANCE IS SUBJECT TO CHANGE AT ANY TIME ****

Communication

- Instructors or supervisors will immediately notify the JCC COVID Emergency Response Team (COVIDEmergencyResponseTeam@johnstoncc.edu and/or jccsafety@johnstoncc.edu) as well as their direct supervisor/department head.
- Director of Human Resources, Environmental Safety Officer and Director of Campus Police and Security will communicate with executive leadership and initiate communication to any potentially impacted college community members, maintaining appropriate confidentiality, while ensuring any college student or employee who may have potentially been exposed is promptly notified so that they can self-monitor.
- The college may elect to close an impacted classroom or office for a period up to 72 hours following a confirmed case to allow for natural deactivation of the virus.
- You may be asked to provide documentation from your healthcare provider that you are cleared to return to school or work or a copy of a test result.

Common FAQ's for COVID-19 Response/Situations

- Q. What should I do if I have been exposed to COVID-19 and believe I am developing symptoms associated with the virus?**
- A. If you think you are developing symptoms associated with COVID-19 and have reason to believe you have been exposed to the virus, the CDC recommends calling your doctor or Public Health department.
- (Employee)** If you are sick, notify your supervisor and stay home. An employee told by a doctor or public health official that they should be under isolation due to illness should not report to work. Contact your supervisor or Human Resources for leave options.
- (Student)** If you are sick, notify your instructor and stay home. A student told by a doctor or public health official that they should be under isolation due to illness should not report to class. Contact your instructor for information about your assignments.
- Q. I'm a JCC employee and/or student. I feel sick, I think I may have recently been exposed to COVID-19, or I have been diagnosed with COVID-19. What should I do? Should I self-isolate?**
- A. *What to do if you feel sick*
- If you have a fever, cough or [other symptoms](#), you might have COVID-19. Most people have mild illness and are able to recover at home. If you think you may have been exposed to COVID-19, contact your healthcare provider.

Steps to help prevent the spread of COVID-19 if you are sick

[If you are sick with COVID-19 or think you might have COVID-19](#), follow the steps below to care for yourself and to help protect other people in your home and community.

Stay home except to get medical care

- **Stay home.** Most people with COVID-19 have mild illness and can recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.
- **Take care of yourself.** Get rest and stay hydrated. Take over-the-counter medicines, such as acetaminophen, to help you feel better.
- **Stay in touch with your doctor.** Call before you get medical care. Be sure to get care if you have trouble breathing, or have any other [emergency warning signs](#), or if you think it is an [emergency](#).
- **Avoid public transportation**, ride-sharing, or taxis.

Separate yourself from other people

As much as possible, stay in a specific room and away from other people and pets in your home. If possible, you should use a separate bathroom. If you need to be around other people or animals in or outside of the home, wear a mask.

- Additional guidance is available for those living in close quarters and shared housing.

Monitor your symptoms

Symptoms of COVID-19 include fever, cough, or other symptoms.

Follow care instructions from your healthcare provider and local health department. Your local health authorities may give instructions on checking your symptoms and reporting information.

Call ahead before visiting your doctor

- Call ahead. Many medical visits for routine care are being postponed or done by phone or telemedicine.
- If you have a medical appointment that cannot be postponed, call your doctor's office, and tell them you have or may have COVID-19. This will help the office protect themselves and other patients.

If you are sick wear a mask over your nose and mouth

- **You should wear a [mask](#), over your nose and mouth** if you must be around other people or animals, including pets (even at home).
- You don't need to wear the mask if you are alone. If you can't put on a mask (because of trouble breathing, for example), cover your coughs and sneezes in some other way. Try to stay at least 6 feet away from other people. This will help protect the people around you.
- Masks should not be placed on young children under age 2 years, anyone who has trouble breathing, or anyone who is not able to remove the mask without help.

****IMPORTANT**: When to seek emergency medical attention**

Look for **emergency warning signs*** for COVID-19. If someone is showing any of these signs, **seek emergency medical care immediately:**

- Trouble breathing

- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

**This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.*

Call 911 or call ahead to your local emergency facility: Notify the operator that you are seeking care for someone who has or may have COVID-19.

Isolation

Isolation is used to separate people infected with SARS-CoV-2, the virus that causes COVID-19, from people who are not infected.

People who are in isolation should stay home until it's safe for them to be around others. In the home, anyone sick or infected should separate themselves from others by staying in a specific "sick room" or area and using a separate bathroom (if available).

Who needs to isolate?

People who have COVID-19

- People who have [symptoms of COVID-19](#) and are able to recover at home
- People who have no symptoms (are asymptomatic) but have tested positive for infection with SARS-CoV-2

Steps to take

Stay home except to get medical care

- Monitor your symptoms. If you have an [emergency warning sign](#) (including trouble breathing), seek emergency medical care immediately
- Stay in a separate room from other household members, if possible
- Use a separate bathroom, if possible
- Avoid contact with other members of the household and pets
- Don't share personal household items, like cups, towels, and utensils
- Wear a mask when around other people, if you are able to

Follow this link to [learn more about what to do if you are sick](#).

Q. One of my students and/or employees looks sick. What should I do?

- A. Contact the JCC COVID-19 Emergency Response Team at COVIDEmergencyResponseTeam@johnstoncc.edu and/or jccsafety@johnstoncc.edu. The safety and well-being of our students and employees is the most important issue and prompt identification and isolation of potentially infectious individuals is a critical step in protecting others on campus. Employers should inform and encourage employees to self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure. Where appropriate, employers should immediately isolate people who have signs or symptoms of COVID-19 and send them home immediately. Contact JCC's Environmental Safety Officer (209-2560) for isolation information.

Managers and instructors should become familiar with symptoms and isolation procedures, which are outlined on the coronavirus website maintained by the N.C. Department of Health and Human Services and based on guidance from the Centers for Disease Control and Prevention.

Instructors should emphasize to students the importance of staying home when sick. Additionally, supervisors should emphasize to employees the importance of staying home when sick, and employees that are required to stay home by JCC should discuss leave options with the Human Resources Office and/or supervisor. Departments are encouraged to be flexible in advancing leave to employees who have exhausted other leave balances.

Q. What actions will JCC take if there is a suspected case or employee exhibiting symptoms and the employee isn't pursuing evaluation/testing?

- A. If an employee is exhibiting signs of illness based on CDC guidance, supervisors may send employees home, or ask them to remain at home, in order to limit the spread of communicable illnesses. Supervisors are not to give a medical diagnosis but rather encourage employees to call their medical care provider and seek medical guidance. **IMPORTANT:** When you are placing employees on leave and/or allowing them to work from home, you must maintain confidentiality with regard to any employee's health issues.

If the employee appears healthy, but has been determined by a public health official or JCC leadership to pose significant health risk to other employees or students (based on CDC guidance for businesses), the first option should be to work from home. Work with your supervisor and HR. Follow the CDC guidelines to determine the risk an asymptomatic employee may have for the workplace. If an employee is diagnosed with COVID-19, they should be granted appropriate leave. If a diagnosis is not confirmed, the employee should be placed on appropriate leave until they are no longer symptomatic as provided in the CDC Discontinuation of Home Isolation guidance.

Contact the JCC COVID-19 Emergency Response Team at COVIDEmergencyResponseTeam@johnstoncc.edu and/or jccsafety@johnstoncc.edu

Q. An employee and/or student may have had indirect contact with an infected person, what should I do?

- A. As COVID-19 becomes more widespread in the U.S., JCC is preparing for the possibility that students, employees and instructors will come into direct or indirect contact with someone infected. For employees and/or students who may have had tertiary contact (i.e., contact with someone who came into contact with an infected person), we are following CDC guidelines which consider this a low-risk scenario, not requiring any restrictions or self-isolation. We understand this can feel very scary and encourage managers and supervisors to help employees become informed and take precautions.

Q. What will happen when a student or employee has a confirmed case of COVID-19?

- A. There are numerous circumstances that would dictate a responsible course of action. Some factors that could come into consideration include, but would not be limited to, matters like which department, building or facility a staff member works in; if the faculty member is an instructor or administrator, etc. There are too many variables to clearly explain a single course of action. Essentially, our response would depend on the circumstance. The end result would be to take a course of action in coordination with the Johnston County Health Department consistent with CDC guidelines for appropriate patient care, and potential contact outreach and care.

We commit to being transparent with our community about what is happening, to the extent allowable by federal patient privacy laws.

Q. What resources and supports are available to employees and their families during this time? Is there an Employee Assistance Program (EAP)?

(EMPLOYEE)

As we continue to figure out the new normal in both our professional and personal lives, each individual will experience the impact of COVID-19 differently. For some the biggest challenge is getting a printer to work at home. For others, it is worrying about a loved one who is unwell and far away.

Whatever your experience, our Employee Assistance Program is available to you for resources as well as help to reduce uncertainties or fears you may encounter during this difficult time.

Counseling: To schedule an appointment to speak with a clinician, call 1-800-633-3353. Telephonic, virtual and face-to-face sessions are being offered. Please note that most clinicians are following the social distancing guidance related to COVID-19 and temporarily limiting offerings to telephonic and virtual. Clients participating in virtual and telephonic counseling will be required to submit paperwork prior to the first session. All sessions are hosted on HIPAA compliant platforms. Clients will need:

- Computer, tablet or smartphone with microphone and camera
- Internet connection of at least 30kbs (most connections are much faster)
- Confidential space

Online Resources: There are resources about COVID-19 available now through the Work-Life Portal at mygroup.com. New resources are being added on a regular basis. Most recent additions address the following topics:

- Coping with working from home
- Coping with having the kids off from school
- How to talk to children about COVID-19

The Work-Life Portal can be accessed by going to:

1. www.mygroup.com
2. Click on MyPortal Link on the right side
3. Select the Work Life box
4. log in: johnstoncc password: guest

(STUDENT)

1. Talk to your student about MYgroup, our student assistance program. MYgroup is a free, confidential tool that provides assessment, counseling, legal, and financial advice services. The student can call **800-633-3353** or go to their website www.mygroup.com > My Portal Login > Work-Life, username: **jccsap**, password: **guest**. MyGroup is providing all services virtually at this time.
2. We provide short term (virtual for now) counseling sessions with one of our three counselors: Megan Moeller, LPC, mmmoeller@johnstoncc.edu, 919-464-2270, Team Lead of CARE Team
3. Let the student talk. Sometimes they just need someone to listen. Be open-minded and non-judgmental. You'll be able to get a good idea if a referral is needed or not.

Additional COVID-19 Resources

CDC <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

NCDHHS <https://www.ncdhhs.gov/divisions/public-health/covid19>

JCPH <https://www.johnstonnc.com/covid19/>

OSHA <https://www.osha.gov/SLTC/covid-19/>

Hope Line If you or someone your know is experiencing social isolation or other concerns related to social distancing, please contact the toll-free Hope Line at 1-866-578-4673 or 1-866-578-HOPE

PLEASE NOTE: The information and procedures contained in this document may change or could be updated at any time.