



Victoria College

COVID-19 Protocols for Employees

Symptoms of COVID-19

If any employee or student experiences any of the below symptoms, or has tested positive for COVID-19, or has been in close contact with someone who is positive they **MUST** complete Victoria College's [COVID-19 Self-Reporting Form](http://www.VictoriaCollege.edu/COVID-19) found on the Victoria College website at www.VictoriaCollege.edu/COVID-19.

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-10 days after exposure to the virus.**

People with these symptoms may have COVID-19:

- Headache
- Diarrhea and vomiting
- New loss of taste or smell
- Fatigue
- Muscle or body aches
- Cough
- Congestion or runny nose
- Fever and chills
- Shortness of breath or difficulty breathing

Keeping Everyone Safe:

- **Do not come to work if you are not feeling well.**
- If anyone in your area is reporting symptoms of COVID-19, please ask them to leave campus and to contact their health provider or county health services at (361) 578-6281.
- Next, contact your supervisor and give them any details.
- Once notified, supervisors must:
 - contact Terri Kurtz in HR for employees and contact Dr. Edrel Stoneham or Bobby Cubriel for students.
 - relay issues up the chain of command
 - contact Marty Deckard and put in a maintenance request to ensure potentially exposed areas are disinfected.
- Always practice:

- social distancing,
- **wear your facial covering when in public areas of buildings** (and any time social distancing is not possible),
- wash your hands frequently.
- See our website for updates and more details at www.VictoriaCollege.edu/COVID-19.

VC Contact Tracing

In an effort to help stop the spread of COVID-19 on the Victoria College campus, HR and Campus Police will work together to conduct VC tracing. Your name will not be revealed to those you may have exposed. Only Terri Kurtz and Chief Appelt, who will be doing the interview and tracing will have this access.

Positive Cases:

If you have been tested and confirmed **positive** for COVID-19, contact Terri Kurtz in HR at (361) 572-6463. She will ascertain who you have been in close contact with on campus and where.

Symptomatic Cases:

If you develop symptoms of COVID-19, stay home and then contact your immediate supervisor, notifying of when symptoms began. Also, notify your supervisor of any close contact you have had with other employees starting from 48 hours before the start of the symptoms.

Exposure Cases:

If you have been exposed or informed of possible exposure, notify Terri Kurtz. She will assess the level of risk of exposure and then determine the best course of action for you and VC. We work together with supervisors to determine if working from home is an option and other alternative work schedules as needed.

* Level of Exposure		ask these questions to determine risk level of exposure
High	No to all the questions	1. Were you wearing face covering when around the person who exposed you?
Medium	Yes/no combo	2. Were you maintaining 6' distance?
Low	Yes to all the questions	3. Were you with them 15 minutes or less?

Supervisor's Role

Supervisors, upon notification of an employee reporting symptoms of COVID-19, as the following questions:

- 1.) What symptoms are you exhibiting?
- 2.) When did you first start to exhibit these symptoms? (date and time)
- 3.) When was the last time you were on campus?
- 4.) Who have you been in close contact with on campus starting 48 hrs. prior to onset of the symptoms.
(Close contact is defined as someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.)*
- 5.) Report your findings to Terri Kurtz in HR and she will contact the employee to discuss options.

How to return back to work

Our "return to work" practice for someone **testing positive for COVID-19** is:

- the employee cannot return sooner than 14 days from onset of symptoms,
- must be 3 days symptom free
- have obtained a doctor's release or can provide a negative COVID test. You may call the County Health Department at 361-578-6281 if you need to obtain a doctor's release.

If you have been **exposed** with high risk then you may return after a 14-day quarantine period and have not shown any symptoms.

If you have been **exposed** with a medium risk then you may return after a 5-day quarantine providing ample time to monitor symptoms to determine if you are going to get COVID.

Screening Stations

- Screening stations will be located at certain entrances of each building. The other doors will remain locked to the public but are accessible by employees via your ID badge.
- The majority of the screening stations will include:

- Self-screeners on a tri-pod in which employees, students and visitors will walk up and allow the scanner to screen their temperature.
- Stickers for the individual to take to show proof they have been screened.
- List of instructions should they have a temperature
- Some of the screening stations will be located in offices where an employee screens individuals with a thermometer. Again, stickers and instructions provided.
- We will utilize a student worker to “attend” the self-screening stations that are located in buildings that house our heaviest traffic and when an employee is not available to attend it. This will ensure students and visitors are screening themselves and following the instructions should they have a temperature of 100 degrees Fahrenheit or over.
- Contact 220-1391 to receive supplies for the screening stations.
- Complete a central stores order form found in the pirate portal to order disposable facemasks for your department. These should be offered only when a student, employee or visitor failed to bring theirs. They are \$19.95 for a box of 50.

VC COVID-19 Testing Site

Victoria College is partnering with Your Health Lab, in providing **Drive-thru / Walk-up COVID-19 Testing**.

As a reminder there are no cost to VC students and employees. No physician referrals or appointments are required.

- For a VC student, they will need their Victoria College student ID (V#) and a photo ID.
- VC employees, you will need your Victoria College access badge.
- If you have health insurance of any kind, please be sure to bring your insurance card. No copay or out-of-pocket expenses will be charged.
- Free COVID-19 testing will be offered even if you do not have health insurance.
- The molecular tests will be conducted using a nasal swab to determine if patients have an active coronavirus infection. Molecular testing is more accurate than rapid testing, but results are still available within 24 to 72 hours.
- **Testing will take place from 9 to 11 a.m. Mondays and from 4 to 5:30 p.m. Thursdays.**
- To be tested, simply drive or walk up to the COVID-19 testing area behind the [Fine Arts Building](#) during testing times. Be sure to wear a facial covering when you arrive.



If you need to get tested outside the times that on-campus testing is being offered, you can still get tested free at Your Health Lab located at Citizens Building C (2710 Hospital Drive, Suite 106). The same process and criteria will apply. If you plan to go to Your Health Lab for testing, be sure to call ahead to (361) 649-8770 or (361) 541-5098 for expedited service. COVID-19 testing is offered at this location Monday-Friday, 7 a.m.-5 p.m. and Saturday 8 a.m.-noon.