

# PCC COVID-19 Response

This document is to serve the employees of Pitt Community College as we navigate COVID-19. The protocols in this document are based on the COVID-19 CDC and NC-DHHS recommendations. Employees should make themselves familiar with the NC State Health Plan's Coronavirus information:

<https://www.shpnc.org/coronavirus-updates>

*Each situation where an employee is diagnosed with or exposed to COVID-19 is unique and will be addressed to help ensure the safety and wellbeing of the campus community.*

## Confidentiality

---

Pursuant to the Americans with Disabilities Act and the Family Medical Leave Act, PCC will protect and keep confidential the identity of any employees diagnosed with COVID-19, as we do with any information concerning an employee's medical condition.

Should an employee discover the name of a PCC employee diagnosed with COVID-19, we encourage the employee to keep the information confidential to protect the privacy rights of all employees. See 29 C.F.R. § 825.500(g).

## What if I am Diagnosed with COVID-19

---

If you have been on campus within the last week, please contact your supervisor immediately and inform them you have been diagnosed with COVID-19. It is also requested that an incident report form be filled out: [https://cm.maxient.com/reportingform.php?PittCC&layout\\_id=2](https://cm.maxient.com/reportingform.php?PittCC&layout_id=2)

If possible, please be prepared to list the areas of campus you visited, and co-workers, if any, that you remember being in contact with and what days/times you were in contact with those people.

Follow the direction of the health care professional regarding your diagnosis and returning to work. The general guidelines for returning to work, as released by the CDC are:

- 5 days since symptoms first appeared; **and**
- 24 hours with no fever without the use of fever-reducing medications; **and**
- Other symptoms of COVID-19 are improving\*\*Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation.

Note: The guidelines **do not** apply to persons with severe COVID-19 or with severely weakened immune systems (immunocompromised). See <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html> for more information.

## If I am diagnosed, what will Pitt Community College do?

- PCC will inform the people you have been in contact with, without providing your name, so they are can begin monitoring their symptoms, schedule testing, and take other precautions as recommended by the CDC.
- PCC will perform contact tracing to ensure everyone that may have been exposed is notified.
- PCC may have the area disinfected before workers return to the work site.

## What should I do if someone around me has been diagnosed with COVID-19?

---

If you have been in close contact with the individual diagnosed with COVID-19, you are able to return to work as long as you do not exhibit any symptoms of COVID-19. Close contact is defined as any individual who was within 6 feet of an infected person for at least 15 minutes starting from two days before their onset of symptoms or the date a positive test was taken.

Anyone who is at high risk for exposure to someone with COVID-19 should stay home, telework when possible, and stay off campus for five days after their last exposure to that person.

Employees who have had passing or brief contact with someone diagnosed with COVID-19 may be offered testing at PCC's expense. These situations will be addressed on a case by case basis.

Employees should contact Human Resources at 252-493-7288 with questions regarding testing.

An incident report form should be filled out with as much detail as possible:

[https://cm.maxient.com/reportingform.php?PittCC&layout\\_id=2](https://cm.maxient.com/reportingform.php?PittCC&layout_id=2)

Note: Per CDC guidelines, anyone who has had close contact with someone with COVID-19 and meets all three requirements below does not need to stay home:

- developed COVID-19 illness within the previous 3 months; **and**
- has recovered; **and**
- remains without COVID-19 symptoms (for example, cough, shortness of breath).

## Where do I go if I would like to get tested?

If you would like to get tested for COVID-19, we recommend the following options:

- Full time employees should contact their Primary Care Physician to arrange for testing, at no cost through the employee's insurance plan.
- Part-time employees should contact Human Resources to arrange for testing at the expense of PCC.
- Employees and students may opt to utilize one of the drive-up testing locations at in Pitt County: <https://www.pittcountync.gov/calendar.aspx?CID=46>.

## If I am required to self-quarantine will I still get paid and how should I report my hours?

Employees who are exposed to COVID-19 during work hours, through no fault of their own, may not be required to utilize leave and may be paid while they are required to self-isolate. It is expected that employees who are self-isolating as a precautionary measure will telework when possible and as long as they do not exhibit any symptoms of COVID-19.

Due to the variety of scenarios and positions on PCC's campus, the response to this question will be addressed on a case-by-case basis. Please first contact your direct supervisor and dean/assistant vice president. Then, complete the COVID-19 Report Form notifying Human Resources if and when the need to self-isolate arises.

- Employees with direct exposure to COVID-19 may be allowed to temporarily telework while quarantining or after testing positive.
- Employees whose children must quarantine due to school or daycare related COVID exposure may temporarily telework until the child is cleared to return to school or daycare.
- Employees requesting Telework accommodations must fill out a Telework Agreement on the PCC Portal and route it through the approval process (supervisor, dean, vice president, President).
- Approved telework agreements must be submitted to the Human Resources Office.