

# Pitt Community College Ongoing Operations Guidelines during the COVID-19 Pandemic

Created: June 2020

Revised: January 2022

Revised: March, 2022

Revised: June, 2022

Revised: August, 2022

## Revisions and Timeliness

The information included in the operational guidance is based on the current recommendations and guidelines. As new information is available regarding best practices, the Operational Guidelines will be updated. A record of changes and addendums to the guidance will be maintained to ensure the most up-to-date information is readily available.

September 1, 2021:

Page 9: Updated testing guidelines for vaccinated individuals

January 19, 2022:

Pages 9, 18, and 20: Updated exposure guidelines

March 3, 2022:

Page 5: Mask guidance updated. Masks are optional in PCC Facilities.

June 13, 2022:

Page 1: Update Points of Contact

August 4, 2022

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August 15, 2022

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# Pitt Community College Ongoing Operations Guidelines

## Points of Contact

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Employees with questions related to COVID-19 are asked to contact the PCC Office of Human Resources and should ask to speak with Director of Human Resources Operations, Kerry Bruner.

[kbruner@email.pittcc.edu](mailto:kbruner@email.pittcc.edu) or (252) 493-7810.

Students with general questions could call the PCC COVID-19 Information Number 252-493-7245.

Students with questions regarding coursework should contact their instructor.

## Counseling Services

PCC recognizes that in this challenging time, there are heightened fears and anxiety among our faculty, staff, and students.

- Students are encouraged to reach out to the Student Assistance Program (SAP) if they have ongoing fears or concerns.  
<https://pittcc.edu/academics/student-development-services/counseling/>
- Faculty and Staff are encouraged to use the counseling services offered through PCC's Employee Assistance Program (EAP). Additional information on this program is available by calling Human Resources or in the myPittCC Portal in the Human Resources section.

There are two ways for all employees to access EAP and Work-life services: Call 800-633-3353 or visit [mygroup.com](http://mygroup.com) / Click - My Portal Login / Work-Life / Username: pittcc / Password: guest

## How was this guidance developed?

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Governor Cooper has implemented a three-phased approach to slowly lift restrictions while combating COVID-19, protecting North Carolinians and working together to recover the economy.

On May 28, 2020, President Rouse established an Ongoing Operations Taskforce (OOT) to develop a plan to ensure PCC is operating as safely as possible in the Fall 2020 Semester. The OOT has engaged with individuals from all divisions across campus to assess needs and challenges of operating in an unprecedented time. The guidance from the OOT is built on recommendations from the US Center for Disease Control (CDC), North Carolina Department of Health and Human Services (DHHS), and Pitt County Health Department.

## Why Are Additional Health Requirements Needed Now?

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The indication from current research is that COVID-19 is mostly spread by respiratory droplets released when people talk, cough, or sneeze. The virus may spread when someone touches a contaminated surface and then their nose or mouth. The ease at which COVID-19 spreads is why personal prevention

practices (such as wearing a face covering in public, handwashing, and staying home when sick) and environmental cleaning and disinfection are important practices covered in this guidance.

Any scenario in which many people gather together poses a risk for COVID-19 transmission. There are recommendations from many sources on limiting the spread of the virus. PCC will take as many steps as possible to help reduce the risk of exposure and spread on campus. Some practices are in place due to the risk of asymptomatic transmission of COVID-19. Unlike many other illnesses, transmission from even those with mild or no apparent symptoms remains a risk.

Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or
- Difficulty breathing
- New loss of taste or smell
- Congestion or runny nose
- Fatigue
- Muscle or body aches
- Sore throat
- Headache

This list is not all possible symptoms. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea. Fever is determined by measuring a temperature of 100.4 °F or greater, or feeling warm to the touch, or giving a history of feeling feverish.

## How Should This Guidance Be Used?

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**Parents and Students** may use this guide to understand what practices will be in place when students return to campus in August. PCC will follow the recommended, up to date guidance from the CDC, DHHS, and Pitt County Health Department for safe operations.

**Employees** are required to use this guide to understand the practices required for the duration of the COVID-19 pandemic. Certain departments may have more stringent requirements, based upon the activities in that area, but at no point may a department or employee implement lesser practices. Some areas may require a deviation from standard practices that are not covered in this guide. These changes may not be implemented without the prior approval of the Director of Human Resources Operations.

## Who Will Decide How Pitt Community College Will Operate and Stay Open?

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The Governor's Office and DHHS, in consultation with multiple agencies, will issue statewide guidance and recommendations regarding the Phases of operations during the COVID-19 pandemic. In conjunction with the recommendations from the Governor's Office, the NC Community College System Office may make additional recommendations regarding system-wide operations. PCC's senior leadership will follow the guidance of state and local officials when making decisions regarding operations.

## How Should Departments Plan for Different Scenarios?

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While PCC has moved many courses and operations online, departments should plan on operating under three potential scenarios, based upon the potential for changes in restrictions throughout the semester. Restrictions may change throughout the semester, depending upon what modifications are necessary to reduce the spread of COVID-19.

**Plan A: Minimal social distancing** – will be implemented based upon the region's COVID-19 metrics: If there is low, and stabilized, community spread, and/or the metrics are showing a decline in community spread. All requirements in this guidance will apply to Plan A.

**Plan B: Moderate social distancing** – will be required when the region's COVID-19 metrics show an increase in community spread, and it is determined that additional restrictions are necessary.

**Plan C: Remote Learning Only** – will be required only when metrics indicate there is a significant risk of community spread and / or danger to the healthcare systems to warrant the suspension of in-person instruction and implementation of remote learning for all students and restricted access to PCC's physical facilities. Exceptions may be made for programs deemed to be necessary or essential by State or Local Officials.

**Plan Modifications** - Upon approval of the area vice president, departments may choose to implement a more restrictive plan but may not lessen the established restrictions without the approval of the area vice president and the Director of Human Resources Operations.

## Requirements and Recommendations

Practices that are required must be implemented by all departments at PCC. These practices are essential baseline actions in order to minimize the risk of exposure to COVID-19 for students, staff, and families across North Carolina. They are intended to be a minimum.

Practices that are recommended are additional strategies that individuals and departments may choose to use to minimize the spread of COVID-19. All recommended practices will not be possible in all settings and should be tailored to each department as appropriate.

The following includes sections on:

- Social Distancing and Minimizing Exposure
- Cloth Face Coverings
- Protecting Vulnerable Populations
- Cleaning and Hygiene
- Monitoring for Symptoms
- Handling Suspected, Presumptive or Confirmed Positive Cases of COVID-19
- Communication and Combating Misinformation
- Water and Ventilation Systems
- Transportation
- Coping and Resilience
- Additional Considerations
- Resources

### Social Distancing and Minimizing Exposure

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Social distancing is a key tool to decrease the spread of COVID-19. Social distancing ("physical distancing") means keeping space between yourself and other people outside of your home. The preferred minimum distance is 3'.

In all phases PCC will have the following measures in place:

Provide social distancing floor/seating markings in waiting and reception areas.

Provide marks on the floors of restrooms to indicate proper social distancing.

Limit nonessential visitors and activities involving external groups or organizations.

Monitor arrival and dismissal to discourage congregating and ensure students go straight from a vehicle to their classrooms and vice-versa.

It is recommended that departments adopt the following strategies when feasible:

- Minimize opportunities for sustained exposure (15 minutes or more) by ensuring sufficient social distancing with at least 3 feet between people whenever possible (e.g., classrooms are large enough, or class sizes are small enough, students and employees are in large outdoor spaces).
- Provide frequent reminders for students and employees to stay at least 3 feet apart from one another when feasible.
- Contact Facilities Services regarding physical barriers such as plexiglass for protection at reception desks and similar areas that are open to the general public.



- Arrange desks or seating so that students are separated from one another by 3 feet when feasible. If it is not possible to arrange seating 3 feet apart, consider having all students sit facing the same direction (i.e., all sitting on the same side of a table), or using barriers between students.
- When possible, designate entrance and exit doors for classrooms to reduce the chance that people meet face to face.
- Keep students and teachers in small cohort groups that stay together as much as possible during the day, and from day to day. Limit mixing between cohort groups as much as possible.
- Discontinue activities that involve bringing together large groups of people or activities that do not allow for social distancing, including assemblies, in-person field trips, etc.
- Incorporate virtual events such as field trips, parents/family meetings, assemblies, and performances where possible.

## Space Assessments

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Upon request, PCC Facilities Services will perform an assessment of individual office spaces or classrooms to assist with social distancing guidelines. A request may be submitted by sending an email to [pccmaintenance@eamil.pittcc.edu](mailto:pccmaintenance@eamil.pittcc.edu) or calling (252) 493-7330.

## Cloth Face Coverings

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Wearing cloth face coverings that cover the individual's nose and mouth are recommended, yet optional on PCC's campus. Students, faculty, and staff should not be harassed or disciplined if they choose not to wear a mask in the classroom or office setting where it is now optional. Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms. Cloth face coverings are not surgical masks, respirators, or other medical personal protective equipment. Individuals should be reminded frequently not to touch the face covering and to wash their hands.

**Note: Masks must be a solid fabric only and secured above the nose and below the mouth. Masks with a “vent” or “breathing valve” and bandanas, are not allowed.**

Cloth face coverings should not be placed on:

- Anyone who has trouble breathing or is unconscious.
- Anyone who is incapacitated or otherwise unable to remove the face covering without assistance.
- Anyone who cannot tolerate a cloth face covering due to developmental, medical or behavioral health needs.

Alternative face coverings, such as face shields may be utilized by individuals with medical conditions that make breathing difficult or as recommended by a health care provider.

Face coverings are not required when an individual is outside of PCC buildings and maintaining proper social distancing.

## Ensuring Compliance with Face Coverings

It is the responsibility of all employees to ensure individuals on campus comply with PCC's policy regarding the wearing of optional face coverings.

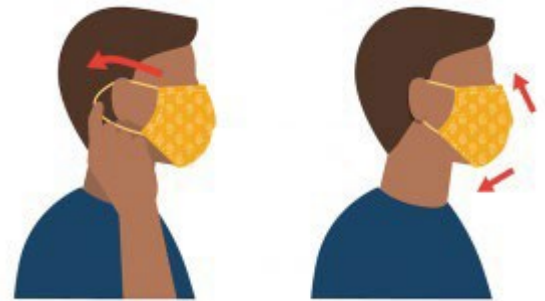
### CDC Guidance on Cloth Face Coverings

#### *Wear your Face Covering Correctly*

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily

#### *Use the Face Covering to Protect Others*

- Wear a face covering to help protect others in case you're infected but don't have symptoms
- Keep the covering on your face the entire time you're in public
- Don't put the covering around your neck or up on your forehead
- Don't touch the face covering, and, if you do, wash your hands



#### *Take Off Your Cloth Face Covering Carefully*

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine (learn more about how to wash cloth face coverings)
- Be careful not to touch your eyes, nose, and mouth when removing and wash hands immediately after removing.

## Protecting Vulnerable Populations

Unvaccinated individuals who are considered vulnerable for severe illness due to COVID-19 include people who:

- Are 65 years of age or older
- Have a high-risk condition that includes:
  - chronic lung disease or moderate to severe asthma
  - heart disease with complications
  - compromised immune system
  - severe obesity - body mass index of 40 or higher
  - other underlying medical conditions, particularly if not well controlled, such as diabetes, renal failure or liver disease

More information on who is at higher risk for severe illness due to COVID-19 is available from the CDC and NCDHHS.

Employees with a documented medical reason that prevents them from receiving the COVID-19 vaccine and who are vulnerable or are the legal guardian or caretaker of someone who is considered in the vulnerable population should work with their supervisor and the Human Resources department to discuss options and feasibility of alternative work-assignments.

Students should contact, or be directed to, the Office of Accessibility Services (OAS) regarding accommodations available for high-risk students. Faculty are encouraged to work with students on alternative learning arrangements, when feasible, though it is understood some programs accommodations may not be possible.

## Cleaning and Hygiene

### Hand Washing

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Everyone on campus is required to wash their hands as frequently as possible, with soap and warm water for at least 20 seconds to help reduce the spread of COVID-19. When it is not possible to wash your hands, PCC has hand sanitizer stations located near the entrances to the buildings on campus and in many instructional spaces.

### Hand Sanitizer

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PCC will provide hand sanitizer with at least 60% alcohol. Currently, the dispensers located near the entrances to buildings are filled with a hand sanitizer that is 80% Ethanol, 0.125% Hydrogen Peroxide, and 1.45% Glycerol. Individuals with extremely sensitive skin may choose to provide their own hand sanitizer, which should be at least 60% alcohol.

### Hygiene Practices

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Employees and students are asked to cough or sneeze into their elbows or with their mouth and nose covered with a tissue.

The sharing of personal items and supplies, such as pens and pencils, should be avoided if at all possible.

For classes and labs with longer meeting times, faculty are encouraged to incorporate breaks and encourage handwashing and sanitation.

Faculty should clean and disinfect high-touch surfaces between classes and activities, when feasible.

### Facilities Hygiene and Sanitation Practices

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PCC Facilities Services will clean high touch surfaces that are part of the building, such as sinks, light switches, door handles, and handrails. Items such as desks, keyboards, computer mice, and other equipment are to be cleaned by the individual responsible for that space. Cleaning supplies for labs or

classrooms may be requested by contacting Facilities Services: 252-493-7330 or [pccmaintenance@email.pittcc.edu](mailto:pccmaintenance@email.pittcc.edu).

## Monitoring for Symptoms

Regular screenings for symptoms and ongoing self-monitoring throughout the day can help reduce exposure to COVID-19. Faculty, Staff, and Students are encouraged to self-monitor for symptoms such as fever, cough, or shortness of breath. If an individual develops symptoms during the day, they should notify their instructor or supervisor immediately.

Due to the contagious nature of various COVID variants, all individuals are required to monitor for COVID symptoms and take appropriate actions.

If an individual comes to campus while knowingly exhibiting symptoms of COVID-19, the individual is subject to disciplinary actions up to termination of employment or expulsion.

## Testing

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At this time, the CDC, DHHS, and Pitt County Public Health do not recommend testing for individuals who do not have symptoms of COVID-19 or who have not been in close contact with someone who has been diagnosed with COVID-19. However, any individual who has one or more symptoms of COVID-19 should contact their health care provider or one of the testing services to determine if testing is appropriate.

## Screening

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- In areas where students are in close contact, students may be screened as they enter the instructional area. Temperature scanning kiosks are available near the primary entrances of most buildings so individuals can perform a self-check prior to entering a shared space.
- Exemptions to cough and sore throat related to seasonal allergies will be made.

## Post Screening Protocol

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- If the person denies having symptoms (or identifies a cough and/or sore throat only that is due to seasonal allergies) and presents with a normal temperature, he/she may enter the building.
- If the person is symptomatic (including a cough and/or sore throat that is not due to allergies) or presents with a temperature above 100 degrees Fahrenheit, he/she must leave campus.
- Individuals who are not wearing or do not have a face covering will be informed of the College's requirement and given information on where to obtain a face covering if they do not have one. Individuals who do not comply with PCC's face covering requirement may be denied entry into the buildings, are ineligible to participate in campus activities, and may be asked to leave campus until such a time they obtain and properly wear a face covering.

## Return Requirements

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Return requirements are subject to change as the Centers for Disease Control and Prevention updates COVID-19 information and must be followed for the safety and wellbeing of students and employees.

Individuals who do not adhere to the return requirements are subject to disciplinary actions up to termination of employment or expulsion.

#### Individuals Who Test Negative for COVID-19

If an employee has symptoms of COVID-19 and tests negative, he/she may return to campus once symptoms have resolved for at least 48 hours. Fever must be resolved for at least 48 hours without the use of fever-reducing medications.

#### Individuals Diagnosed with COVID-19

If an employee or student has been diagnosed with COVID-19, [per CDC recommendations](#), they may not return to campus until the following conditions are met:

- At least five (5) days have passed since the first symptoms
- No fever for at least 24 hours (without the use of fever-reducing medicine)
- Other symptoms have improved (e.g., coughing, shortness of breath, etc.)

#### Individuals in Close Contact to Someone Diagnosed with COVID-19

If any employee or student has been in close contact with someone who has tested positive for COVID-19, he/she are not required to quarantine [per CDC recommendations](#), and may return to campus.

However, if a COVID-19 test is required:

A test result must be in the form of written documentation (paper or electronic copy). The documentation must include:

- Type of test (indicating it is a NAAT or antigen test)
- Entity issuing the result (e.g., laboratory, healthcare entity, or telehealth service)
- Specimen collection date. A negative test result must show the specimen was collected three to five days after the date of the exposure.
- The individual's name
- Test Result
- He/she has no symptoms of COVID-19 (e.g., coughing, shortness of breath, etc.)

## Attendance

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Employees and students who have tested positive or are showing symptoms of COVID-19 are required to stay home until they meet the guidelines to return.

Faculty should modify attendance policies that enable students who are symptomatic to make up work without penalty.

Employees and students who knowingly come to campus without meeting the criteria to return are subject to disciplinary action.

## Employee Safety and Work Plan for Fall 2022

Based on the current procedures in place, it is safe for PCC to resume operations for the Fall 2022 semester on campus, with adjusted work schedules.

- Employees with direct exposure to COVID-19 may be allowed to temporarily telework 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 Emergency Request Form on the PCC Portal and route it through the approval process (supervisor, dean, vice president, Human Resources).

As mentioned in the overall guidance, employees who are considered vulnerable or are the legal guardian/caregiver for an individual at high-risk should contact their supervisor and Human Resources as soon as possible to discuss reasonable accommodations.

The metrics used to determine which Plan PCC will utilize as we return to work and mitigation efforts regarding COVID-19 are rapidly shifting. As new information is available, guidelines will be adjusted, and the current operational plan may require adjustments. PCC Administrators will continue to work with federal, state, and local officials to adjust to the guidance and ongoing operations of PCC.

### Guiding Safety Principles for Department Safety and Work Plans:

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1. Increase social distancing
  - Structural/physical space modification to enforce distance
  - Limit density
  - Minimize opportunity for sustained exposure
2. Implement hygiene protocols
  - a. Disinfect surfaces and common spaces
  - b. Systematic hygiene routines
3. Monitor workforce and participant health
  - a. Establish and enforce sick policies to support disease suppression
  - b. Implement systematic self-screening for symptoms
  - c. Protect vulnerable populations

## Recommended Safety Guidelines for Departmental Operations

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Department heads are required to identify essential services that must have staff on campus and to provide the area vice president with a work plan that adheres to the guidelines in this document.

Supervisors and instructors will require employees and students to remain home if sick.

While on campus – faculty, staff, and students are encouraged to wear a face-covering that covers both their mouth and nose in all shared spaces. While face coverings are recommended, those with medical conditions that prevent wearing a face covering may choose another method of covering. Face coverings are not required when an individual is outside of PCC buildings and maintaining proper social distancing.

PCC housekeeping staff will sanitize high touch surfaces in common areas multiple times a day. Faculty and staff are responsible for sanitizing shared spaces that are in use within their workspaces.

Increased hand hygiene protocols will remain in place. Students, faculty, and staff are asked to wash their hands with soap and water for at least 20 seconds, as frequently as possible. Additionally, hand sanitizer stations have been added to the entrances of the buildings on campus.

If employees or students develop COVID-19 symptoms during the day, they will be required to wear a face covering at all times and asked to leave campus as soon as possible to limit exposure.

If someone does present symptoms and goes home, administrative services/facilities will be contacted to arrange cleaning and disinfecting by designated personnel using appropriate PPE once the symptomatic person leaves.

Require employees and students to wash their hands or use hand sanitizer immediately upon entering a building and frequently throughout the day.

PCC Facilities Services staff will ensure:

- Disinfecting wipes and/or sprays that are EPA approved against COVID-19 are available.
- Designated PCC personnel responsible for cleaning perform frequent and routine environmental cleaning procedures following the manufacturers' product instructions for the proper use and contact time to disinfect air, high-touch areas, and other surfaces.
- Systematic and frequent checks and refills of hand sanitizers.
- Assure soap and hand drying materials are available in predetermined classrooms, labs, and all restrooms.
- When requested floor markings / signs designating six (6) feet spacing.

## Operational Guidelines for Staff

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For departments that offer services that require a physical presence on campus, department heads must provide their vice president with a plan of work that adheres to the operational guidelines. Supervisors must approve the employee's work schedule and a plan of work.

For staff in shared workspaces, it is recommended, when possible, that schedules be adjusted to minimize the number of individuals in the shared space.

Offices may require individuals to schedule in-person meetings in advance.

In locations where social distancing is difficult, employees may contact PCC Facilities Services to request the installation of a plexiglass shield to limit exposure.

Employees may contact the PCC Helpdesk to request technology that will enable them to use their PCC telephone number off-campus.

## Operational Guidelines for Faculty

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For faculty in shared workspaces, it is recommended, when possible, that schedules be adjusted to minimize the number of individuals in the shared space.

Faculty may require students to schedule in-person visits in advance.

For courses meeting in person, social distancing protocols must be followed.

Faculty are encouraged to offer remote office hours, where they are accessible via WebEx, Google Meetings, etc. for students without a scheduled appointment.



# Appendix A: Teleworking Policy and Procedure during the COVID-19 Pandemic

## 1. Purpose

Teleworking allows employees to work from home or in a satellite location for all or part of their work week. Pitt Community College (College) considers telework to be a feasible work option when access to the College is restricted and the employee can successfully fulfill the mission of the College through such an arrangement.

**As of August 11, 2022:** COVID-19 related teleworking requests will only be approved if an employee has a COVID-19 documented medical condition or if the employee has tested positive for COVID-19.

## 2. Procedures

Two important keys are trust and mutual respect. Supervisors must communicate to employees' strategies for staying productive during the 40-hour workweek or reduced contracted hours to include:

- (a) setting working hours,
- (b) taking breaks,
- (c) defining expectations upfront,
- (d) communicating often (face to face or video conferencing when possible),
- (e) agreeing on accountabilities for key performance indicators, and
- (f) understanding of roles and responsibilities for all participants.

### a. Eligibility

Teleworking may not be appropriate for some employees and positions. Teleworking is not an entitlement and does not change the terms and conditions of employment with the College.

Individuals should have a satisfactory performance record. Before entering into any teleworking agreement, the employee and supervisor will review the following areas:

- Suitability of the position to perform duties while teleworking.
- Job responsibilities to determine if the job is appropriate for a teleworking arrangement.
- Equipment needs, workspace design considerations, scheduling concerns, reviewing the physical workspace, and the appropriate location for the telework (internet access, etc.).
- Tax and other legal implications. The employee must determine any tax or legal implications under IRS, state and local government laws, and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee.

If approved, a teleworking agreement will be signed by all parties including definitive dates.

Evaluation of teleworker performance will include regular interactions via email and or phone between the employee and the supervisor, bi-weekly face-to-face meetings or video conferencing to discuss concerns and work progress, and will focus on work output and completion of objectives. The supervisor and teleworker will maintain communications at a level consistent with employees working at the office or in a manner and frequency that is appropriate for the position.

b. Equipment

The Office of Information Technology will work with employees to allocate the appropriate resources for each teleworker arrangement. Equipment supplied by the organization will be maintained by the organization. Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee. The College accepts no responsibility for damage or repairs to employee-owned equipment and reserves the right to determine appropriate equipment, subject to change at any time.

Equipment supplied by the organization is to be used for business purposes only. The teleworker must sign an inventory of college property received and agree to protect all items from damage or theft. Upon termination of employment or at the end of the teleworking agreement, all property will be returned to the College.

The College will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary and reimburse the employee for approved business-related expenses that are reasonably incurred in carrying out the employee's job. The employee will establish an appropriate work environment within his or her home for work purposes. The College will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for modifications or repairs to the home office space. The College also will not reimburse for internet connectivity.

c. Security

Each employee is expected to maintain data and information security at the office. Likewise, teleworker employees will be expected to ensure the protection of customer information accessible from their home computers, cell phones and offices. Steps include regular password maintenance and other measures appropriate for the job and the environment.

d. Safety

Employees are expected to maintain their home workspace free from safety hazards. Teleworker employees are responsible for notifying Human Resources of any potential hazards or work-related injuries immediately.

Teleworking is not designed to be a replacement for appropriate child care or homeschooling of children. Although an employee's schedule may be modified to accommodate child care needs, the focus of the arrangement must remain on job performance and fulfilling the mission of the College. Each employee must discuss expectations of teleworking with family members prior to entering into the agreement.

e. Time Worked

Employees are responsible for their daily productivity and are required to adhere to the 40-hour workweek or reduced contracted hours. Supervisors will ensure that teleworking employees who are non-exempt from the overtime requirements of the Fair Labor Standards Act accurately record all hours worked on the monthly timesheet. Supervisors must approve in advance all hours worked in excess of those scheduled per day and per workweek.

f. Employee Responsiveness

Employees are expected to maintain the same response times as if they were in their normal office working environment. Responsiveness includes responding to emails and telephone calls from the

public, students (if applicable) and internal communications from college employees. During certain times and for specific reasons, an employee may be required to work from campus at the discretion of the supervisor and College administration.

g. Leave

When an employee is on an approved leave of absence (sick, vacation, FMLA, compensatory time off, etc.), no work may be performed during these times.

Teleworking arrangements shall focus first on the business needs of the college. Every effort will be made to provide 30 days' notice of a change in work station to accommodate commuting, child care and other concerns that may arise from the termination of a teleworking arrangement. There may be instances when no notice is possible. If an employee does not abide by the terms of the teleworking agreement, the appropriate Vice President and/or President of the College may end the teleworking agreement.

**Acknowledgement:**

I agree to the terms of the teleworking policy and procedures.

\_\_\_\_\_

Employee

\_\_\_\_\_

Signature

\_\_\_\_\_

Supervisor

\_\_\_\_\_

Signature

\_\_\_\_\_

Vice President

\_\_\_\_\_

Signature

Start Date of Telework Agreement: \_\_\_\_\_

End Date of Telework Agreement: \_\_\_\_\_

## Appendix B: Syllabus Information

### In-Person COVID-19 Attendance Policy

- Hand sanitizer stations are at the entrances to all buildings. It is required that you sanitize your hands after entering the building. You may use the provided hand sanitizer or you may provide your own, but it must be at least 60% alcohol.
- Face coverings are recommended inside PCC buildings. If you are unable to wear a mask, due to a documented medical reason, you may request an accommodation from the Office of Accessibility Services.
- Please proceed directly to class. No loitering in the halls is allowed. When entering the lab, please obtain a sanitizing wipe (provided by your instructor) to sanitize your area.
- In class, students will be separated a minimum of 3 feet apart, if possible.
- Students will not share equipment, pens, pencils, or other items in class. No food or drink are allowed in classrooms or labs.
- If you are not feeling well, PLEASE DO NOT COME TO CLASS! Instructors will arrange a time for you to make up instructional time missed. Students with COVID-19 symptoms should be tested.
- . Symptoms include (but are not limited to):
  - Fever or chills
  - Cough
  - Shortness of breath or difficulty breathing
  - New loss of taste or smell
  - Congestion or runny nose
  - Fatigue
  - Muscle or body aches
  - Sore throat
  - Headache

Some of these symptoms also occur due to allergies. If you have previously experienced seasonal allergies and believe that is the cause of your symptoms, you may attend class and likely do not need to be tested. Please self-monitor your symptoms for increasing severity not normally associated with seasonal allergies.

**Note:** Fever is rarely a symptom of seasonal allergies.

- Students who have exhibited symptoms and receive a negative result for COVID-19 can return to lab when their symptoms have been resolved (i.e., no fever without fever-reducing medicine) for a minimum of 48 hours.
- If you test positive for COVID-19, you cannot return to class until at least 5 days have passed since the onset of symptoms, you are fever-free (without fever-reducing medicine) for a minimum of 72 hours, and other symptoms (coughing, shortness of breath, etc.) have significantly improved/resolved. If you test positive and never develop symptoms (asymptomatic), you can return to class 5 days after your positive result OR after you receive a subsequent negative test result.
- Students who have exhibited symptoms and are not tested should follow the guidelines outlined for a positive result.
- If you believe you have been exposed to COVID-19, it is recommended that you are tested 3 to 5 days after the date of exposure, even if you are not exhibiting symptoms.

Exposure is defined as being in close contact (within 3 feet) of someone who tested positive for at least 10 minutes or more without face coverings. If you were wearing a face covering and maintaining 3 feet of distance when you interacted with a person who later tested positive, it is not considered an “exposure” and you can attend class as long as you are symptom-free.

## Appendix C: PCC COVID-19 Employee Exposure Response

This appendix is to serve the employees of Pitt Community College as we navigate COVID-19. The information in this appendix is for individuals who have been exposed or feel there is a possible exposure to COVID-19.

***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 well-being of the campus community.***

### Confidentiality

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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 or student discover the name of an individual diagnosed with COVID-19, we encourage them 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?

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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 individuals, if any, that you remember being in contact with and what days/times you were in contact with them.

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?

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- PCC will inform the people you have been in contact with, without providing your name, so they 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?

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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?

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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.
- Employees and students may opt to utilize one of the drive-up P 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?

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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 contact the Human Resources Office if and when the need to self-isolate arises.