



# TSTC Response Protocol: COVID-19

**Document Revision Date: 07.20.2020**

## Goal:

To implement COVID-19 Exposure Response Protocols when there is a report of a confirmed case of COVID-19 on TSTC property or an off campus exposure.

## Resource Links:

- [CDC - Social Distancing, Quarantine, and Isolation](#)
- [CDC - Interim Guidance for Administrators of US Institutions of Higher Education](#)
- [CDC - What To Do If You are Sick](#)
- [CDC - When You Can Be Around Others](#)
- [CDC - Contact Tracing Detail](#)
- [CDC - Contact Tracing](#)
- [CDC - COVID-19 Symptoms](#)
- [CDC - Public Health Recommendations](#)
- [CDC - Interim Guidance for First Responders and Law Enforcement](#)

## Need:

TSTC needs a process in place for when an employee/student:

- Feels healthy but has recently had close contact with a person who is being tested for COVID-19;
- Feels healthy but has recently had close contact with a person who has COVID-19;
- Has multiple symptoms of COVID-19,
- Is awaiting COVID-19 test results or has been diagnosed with COVID-19.

## Justification:

Since our response and recovery operations are significantly impacted by a campus exposure event, time is of the essence to enact response and recovery protocols. TSTC has identified a subset of the Emergency Operations Team that will have the knowledge and tools necessary to evaluate a potential exposure and will rely upon information gathered from immediate contact tracing, the campus ICP teams, and their command structure.

## Definitions:

**Close Contact** - Individual who has had close contact (< 6 feet) for a prolonged period of time. Prolonged period of time is defined as 15 minutes or more. Brief interactions are less likely to result in transmission; however, symptoms and the type of interaction (e.g., did the person cough



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directly into the face of the individual) remain important ([CDC-Public Health Recommendations](#)).

**COVID-19 Symptoms:**

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

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

## Protocol 1

**Procedure when employee or student feels healthy but has recently had *close contact* with a person who is being tested COVID-19:**

- **Employee/Student should immediately self-report through the TSTC Employee Portal or through Maxient using the self-report feature.**



- **Employee/student should immediately self quarantine UNTIL** test results of individual being tested is known:
  - If COVID-19 PCR test results are positive then Protocol 2 applies.
  - If tests are negative then Employee/student may return to work if they are not symptomatic (for COVID-19)
  - If test results are unavailable then the self quarantine period will be 14 days from last contact with person being tested.
- TSTC will:
  - Assess Risk, Activate Response Team, Report to Campus ICP Team, and Report to Emergency Operations Team
  - Disinfect all exposed areas using CDC recommended disinfection techniques.



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- Instructor will monitor affected class(es) for students showing symptoms, send home students if symptoms present. Should this occur, contact tracing procedures will be followed.
- Human Resources/Enrollment Management Response Team will work with the Department/Instructor(s) to monitor the employee/student's health and assist in identifying opportunities for the work/class to be completed remotely/or made up and refer to community resources. Employee/student should not return to campus until clearance has been granted by Human Resources/Enrollment Management Response Team.

## **Protocol 2**

**Procedure when employee or student feels healthy but has recently had *close contact* with a person who has tested positive COVID-19:**

- **Employee/Student should immediately self-report through the TSTC Employee Portal or through Maxient using the self-report feature.**



- **Employee or student should immediately self quarantine for 14 days** based on the date that the COVID-19 like symptoms first appeared AND notify their manager/instructor(s) and Human Resources/Enrollment Management Response Team by self reporting.
  - If the student lives on campus (Harlingen, Marshall, Sweetwater, Waco), Housing staff should also be immediately notified.
    - Residence will be evaluated for isolation capability and student may be moved to an isolated room.
    - During on campus isolation, Dining Services will provide three meals a day to student and hygiene kit(s).
  - Employee/student should check temperature twice daily (keeping a log of time, date method) and watch for symptoms.
  - Employee/student should stay away from people who are high risk for getting very sick from COVID-19.
- TSTC will:
  - Assess Risk, Activate Response Team, Report to Campus ICP Team, and Report to Emergency Operations Team
  - Disinfect all exposed areas using CDC recommended disinfection techniques.



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- Instructor will monitor affected class(es) for students showing symptoms, send home students if symptoms present. Should this occur, contact tracing procedures will be followed.
- Human Resources/Enrollment Management Response Team will work with the Department/Instructor(s) to monitor the employee/student's health and assist in identifying opportunities for the work/class to be completed remotely/or made up and refer to community resources. Employee/student should not return to campus until clearance has been granted by Human Resources/Enrollment Management Response Team.

### **Protocol 3**

**Procedure when employee or student has multiple symptoms of COVID-19, is awaiting COVID-19 PCR test results OR has been diagnosed with COVID-19:**

- **Employee or Student should immediately self-report through the TSTC Employee Portal or through Maxient using the self-report feature.**



- **Employee or student should immediately self quarantine for 10 days** and notify their manager or instructor(s) and Human Resources/Enrollment Management Response Team.
  - **If Employee or Student has taken a COVID-19 PCR Test:**
    - If PCR test is negative, employee or student may return to campus as long as they are not symptomatic.
  - **If not tested OR if test results are unavailable from a testing authority:**
    - Employee or Student may return to campus IF:
      - 1 day with no fever **AND**
      - COVID-19 like symptoms have improved **AND**
      - 10 days since symptoms first appeared
  - **If test results are positive:** to determine if the employee/student are still contagious, they can leave home/return to campus after these three things have happened:
    - Employee/student no longer has a fever for at least 24 hours (without the use fever reducing medication), **AND**
    - Other COVID-19 related symptoms have improved (for example, when your cough or shortness of breath have improved), **AND**



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- 10 days since the date of test
- **If test results are negative:** Employee or Student may return to campus as long as there are no more COVID-19 like symptoms AND they have been cleared to return to campus by a member of TSTC Student Services or TSTC Human Resources.
- **Recommendations:**
  - During this time they should stay in a specific “sick room” or area and away from other people and/or animals, including pets. If possible, use a separate bathroom and if not possible follow disinfection procedures after each use.
  - If a student lives on campus (Harlingen, Marshall, Sweetwater, Waco), Housing staff should also be immediately notified.
    - Residence will be evaluated for isolation capability and student may be moved to an isolated room.
    - During on-campus isolation, Dining Services will provide three meals a day to student and hygiene kit(s).
- TSTC will:
  - Assess Risk, Activate Response Team, Report to Campus ICP Team, and Report to Emergency Operations Team
  - Disinfect all exposed areas using CDC recommended disinfection techniques.
  - TSTC will implement Contacting Tracing Protocol.
  - EOT will determine based upon information gathered from ICP Team and Contact Tracing Protocol whether to suspend classes for 2-5 days or longer.
  - Human Resources/Enrollment Management Response Team will work with the Department/Instructor(s) to monitor the employee/student’s health and assist in identifying opportunities for the work/class to be completed remotely/or made up and refer to community resources. Employee/student should not return to campus until clearance has been granted by Human Resources/Enrollment Management Response Team.
  - TSTC is committed to working with local health officials throughout the process.

**Appendix:**  
[EOT Response Plan](#)

**Notifications:**

Once an employee/student discloses information that meets any of the criteria above, the following notifications should take place as soon as the individual has been asked to leave campus and self quarantine:



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1. Contact Human Resources for employee/Enrollment Management for students and the TSTC Safety Officer listed below activate response protocol.
  - a. For students a [Maxient report](#) can be submitted. Select from the first drop down menu title “Nature of this report” the option of “COVID-19”, and then complete the entire form.
2. After these notifications have taken place please keep information confidential and wait for further guidance from the Office of Risk Management.
3. TSTC Safety Officer will coordinate scene management.
4. Human Resources/Enrollment Management Response Team will coordinate investigation and contact tracing if needed. In addition Human Resources/Enrollment Management Response Team will work with employee/student to make work/classroom arrangements.

**Contact Teams:**

- Risk Management - Chris Martin, 346.239.3428, [chris.martin@tstc.edu](mailto:chris.martin@tstc.edu)
- TSTC Safety - Waco/EWC/North Texas/Marshall: David Johnson 254.867.3950
- TSTC Safety - Harlingen/Fort Bend: Enrique Carrillo 956.364.4218
- TSTC Safety - West Texas: Tim Rudloff 325.641.3920
- Human Resources - Kelly Contella, 254.867.2368, [kelly.contella@tstc.edu](mailto:kelly.contella@tstc.edu)
- Housing Office - Jeremiah Bland, 254.867.3824, [jeremiah.bland@tstc.edu](mailto:jeremiah.bland@tstc.edu)
- Enrollment Management Response Team-
  - Steve Tanton, 254.867.4818, [steve.tanton@tstc.edu](mailto:steve.tanton@tstc.edu)
  - Griselda Sanchez, 325.235.7311, [griselda.sanchez@tstc.edu](mailto:griselda.sanchez@tstc.edu)
  - Janette Gomez, 956.364.4383, [janette.gomez@tstc.edu](mailto:janette.gomez@tstc.edu)
  - Jenny Rowe, 254.867.3925, [jenny.rowe@tstc.edu](mailto:jenny.rowe@tstc.edu)
  - Michael LeRoux, 325.734.3645, [michael.leroux@tstc.edu](mailto:michael.leroux@tstc.edu)
  - Rachel Myrick, 903.923.3301, [rachel.myrick@tstc.edu](mailto:rachel.myrick@tstc.edu)