



Dealing with COVID-19 Guidelines for Employees and Students

The following are general guidelines for employees and students related to exposure, quarantine, and return to work or class procedures for all affected by COVID-19. Employees or their supervisors should notify Human Resources (HR), and students should contact the Office of the Dean of Students (DOS) if they have been exposed, tested positive, or are subject to quarantine due to the virus.

Based on the most recent guidance from the Frederick County Health Department and the Centers for Disease Control, this document will be updated as needed and posted on the FCC web site.

If individuals have symptoms associated with COVID-19 or are unvaccinated and have been in close contact* with someone who has COVID-19:

- Do not come to the main campus or the Monroe Center
- Report this to HR for employees or the Office of the DOS for students
- Consult with a doctor or state public health agency regarding next steps to take
- Stay home until you have been cleared by your doctor or state public health agency
- Students should continue to attend classes remotely, if able, and inform faculty of any missed classes (Consult the Office of the DOS for assistance)
- Employees can use available leave or leave without pay while in quarantine (Consult HR for assistance)
- Receive clearance from HR or the Office of the DOS before returning to main campus or Monroe Center

*Close contact, as defined by the CDC, means someone who was within six feet of an infected person for a total of 15 minutes or more. An infected person can spread COVID-19 starting from 48 hours (or 2 days) before the person has any symptoms or tests positive for COVID-19. A person is still considered a close contact even if they were wearing a mask while they were around someone with COVID-19.

Return to Frederick Community College (Physical Presence on Main Campus or the Monroe Center)

Individuals should wait to receive their test results and obtain a clearance from a healthcare provider or state agency before returning to the main campus or Monroe Center. In absence of guidance from a healthcare provider, FCC will follow the CDC guidelines:

- Individuals in quarantine, who are not vaccinated and **have not** exhibited any symptoms of COVID-19 may return to the main campus or Monroe Center after 10 days have passed since the date of a positive test (provided the test took place 5 days or later from the date of exposure).
- Individuals who are not vaccinated and **have** exhibited symptoms of COVID-19 may return to the main campus or Monroe Center once at least 10 days have passed since symptoms first appeared and at least 24 hours have passed without a fever (without the use of fever reducing medications) and other symptoms are improved (i.e., coughing, shortness of breath, etc.).

Vaccinated Employees and Students

Fully vaccinated individuals are not required to quarantine after known exposure with someone who has COVID-19 unless they are experiencing symptoms. It is recommended that individuals get tested three to five days after exposure, even if they do not have symptoms. Individuals should wear a mask indoors in public following exposure for 14 days or until a negative test result is received. Vaccinated individuals who receive a positive test result should isolate for 10 days.

Fully vaccinated individuals with symptoms consistent with COVID-19 should quarantine and seek advice for a healthcare provider. The above return to main campus and Monroe Center guidance will apply.

Communication Plan

Upon notification that an employee or student has a confirmed COVID-19 diagnosis, HR or the Office of the DOS will work with the individuals to ensure a safe return to main campus or the Monroe Center. HR/Office of the DOS will work with individuals to identify others with whom they have had direct contact with while on the main campus or the Monroe Center, as well as the last day the individual was physically on-site. The Vice President for HR or the DOS, or designee, will notify identified individuals in writing:

- that they may have been in contact with someone who has a confirmed COVID-19 diagnosis,
- the last day the impacted individual was physically on College premises, and
- the recommendation to contact their healthcare provider if they begin experiencing symptoms.

No identifying information will be shared in this communication in accordance with the confidentiality and privacy provisions of FERPA, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) and amendments, and College policy.

The College will notify our designated point of contact at the Frederick County Health Department, as required, through an agreed upon process.

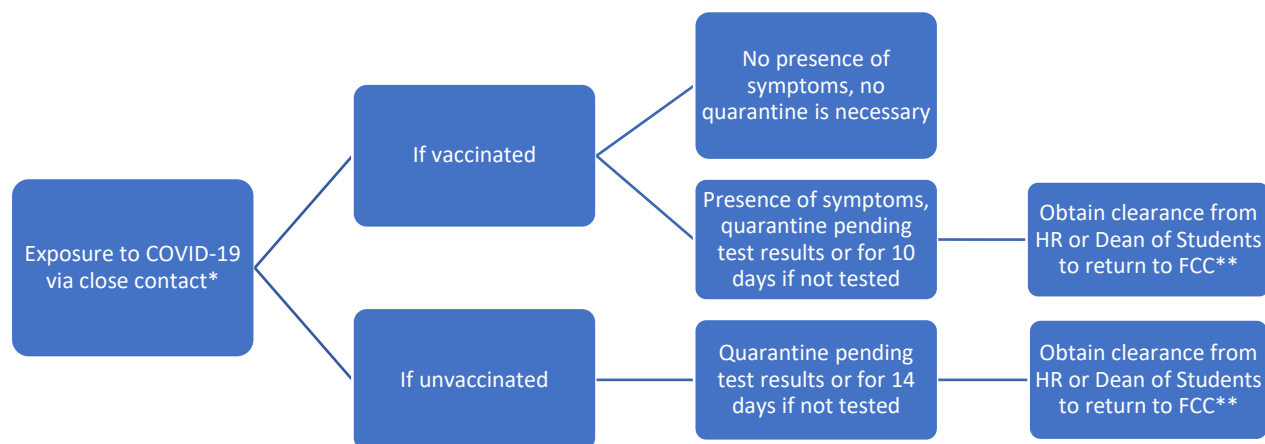
For employee questions related to COVID-19, clarification of guidelines, or to report an employee case of COVID-19, please contact Alicia Hilsher (Ahilsher@frederick.edu) or Diana Oliver (Doliver@frederick.edu) in HR. An employee or their supervisor should notify HR if the employee has been exposed, tested positive, or is subject to quarantine due to the virus.

For student questions related to COVID-19, clarification of guidelines, or to report a student case of COVID-19, please contact the Office of the DOS, Dr. Kate Kramer-Jefferson (Kkramerjefferson@frederick.edu) or Lisa Hildebrand (Lhildebrand@frederick.edu) or via phone at 301-846-2469.

Faculty and staff should forward any student reports of COVID exposure or positive test results to the Office of the DOS, which will initiate the above communication plan. Faculty and staff should not share any such reports with other students or campus members outside of established guidelines.

Please note specific vaccination and/or COVID testing policies may be required from programs with Clinical Education experiences based on the policies of our clinical partners.

COVID-19 Exposure Flowchart



***Close contact**, as defined by the CDC, means someone who was within six feet of an infected person for a total of 15 minutes or more. An infected person can spread COVID-19 starting from 48 hours (or 2 days) before the person has any symptoms or tests positive for COVID-19. A person is still considered a close contact even if they were wearing a mask while they were around someone with COVID-19.

****In situations requiring quarantine, employees must be cleared by HR, and students must be cleared by the Office of the Dean of Students to return to main campus or the Monroe Center.**

COVID-19 testing is recommended three to five days after exposure, no matter an individual's vaccination status.

Please note specific vaccination and/or COVID testing policies may be required from programs with Clinical Education experiences based on the policies of our clinical partners.