

TTC Employee COVID-19 Exposure Procedures

DeVetta Hughes, Associate Vice President for Human Resources (AVPHR), will serve as the point of contact for employee questions/concerns related to potential or verified exposures to COVID-19. Privacy and confidentiality will be maintained. Follow one of the options below, depending on your situation. Please do not share your health information, or the health information of another employee with anyone other than your supervisor or HR. HR will notify employees if they have or may have been exposed to COVID-19 at work.

Contact Information:

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Employee who has positive COVID test results

If you or a member of your household tests positive for COVID-19, immediately notify your supervisor and do not report to campus. You will be asked to quarantine or isolate for a period of 14 days. If applicable, you can use accrued leave (sick, annual, comp time, or non-scheduled faculty non-work days) or telecommute (depending on your work function). Prior to returning to work, you must contact your supervisor and HR. It is recommended that you contact your healthcare provider for any additional guidance.

Employee who has been in close contactⁱ with someone (non-employee) who tests positive for COVID-19

If you have been in close contact with someone (non-employee) who tests positive for COVID-19, immediately notify your supervisor and HR, and do not report to campus. You will be asked to quarantine or isolate for a period of at least 14 days after your last contact with the positive person. TTC will review the quarantine dates on a case by case basis.

If applicable, you can use accrued leave (sick, annual, comp time, or non-scheduled faculty non-work days) or telecommute (depending on your work function). Prior to returning to work, you must contact your supervisor and HR. It is recommended that you contact your healthcare provider for any additional guidance.

If you learn that you have been in close contact with someone who tests positive for COVID-19 while on campus, you are to immediately notify your supervisor, leave campus, and not return until you have completed the quarantine.

Employee who lives with someone who tests positive for COVID-19

If you live with someone who tests positive for COVID-19, immediately notify your supervisor and HR, and do not report to campus. You will be asked to quarantine or isolate for a period of at least 14 days. If you cannot stay separated, you must quarantine for an additional 14 days beyond when the positive person is released from their isolation. The quarantine could be a minimum of 24 days.

If applicable, you can use accrued leave (sick, annual, comp time, or non-scheduled faculty non-work days) or telecommute (depending on your work function). Prior to returning to work, you must contact your supervisor and HR. It is recommended that you contact your healthcare provider for any additional guidance.

If you learn that you have been in close contact with someone who tests positive for COVID-19 while on campus, you are to immediately notify your supervisor, leave campus, and not return until you have completed the quarantine.

Employee and/or a household member(s) experiencing symptoms and waiting on COVID test results

If you or a member of your household is experiencing symptoms of COVID-19 and you/they are waiting on test results, immediately notify your supervisor and HR, and do not report to campus. You will be asked to quarantine or isolate for a period of 14 days, or until you/they receive a negative COVID-19 test, and symptoms have resolved. If applicable, you can use accrued leave (sick, annual, comp time, or non-scheduled faculty non-work days) or telecommute (depending on your work function). It is recommended that you contact your healthcare provider for any additional guidance.

Employee that had close contactⁱ exposure to someone who has tested positive

If you have been in close contact with someone who tests positive for COVID-19, immediately notify your supervisor and HR, and do not report to campus. You will be asked to quarantine or isolate for a period of 14 days after your last contact with the positive person. TTC will review the quarantine dates on a case by case basis. If applicable, you can use accrued leave (sick, annual, comp time, or non-scheduled faculty non-work days) or telecommute (depending on your work function). Prior to returning to work, you must contact your supervisor and HR. It is recommended that you contact your healthcare provider for any additional guidance.

If you learn that you have been in close contact with someone who tests positive for COVID-19 while on campus, you are to immediately notify your supervisor, leave campus, and not return until you have quarantined for 14 days.

Employee lives with someone who has been in close contactⁱ with someone who displays symptoms consistent with COVID-19 or tests positive (Contact of a Contact)

You may continue to report to work as long as you do not have symptoms.

Employee in clinical setting wearing proper PPE who has been in close contactⁱ with someone who tests positive for COVID-19

An employee who is wearing the proper PPE (Personal Protective Equipment) when exposed to someone who tests positive for COVID-19 MAY be eligible for reduced length or possible exemption from quarantine. Quarantine requirements will be determined on a case by case basis upon consultation with supervisor/dean.

Proper PPE includes use of ALL of the following during exposure to a COVID-19 positive individual:

- Respirator or Facemask (Cloth masks are **NOT** considered PPE)
 - N95 mask
 - Surgical mask
- Eye Protection
 - Face shield
 - Goggles
- Gloves
- Gowns or Protective Clothing

Employee must have received training in the following:

- When to use PPE
- What PPE is necessary
- How to properly don, use and doff PPE to prevent self-contamination
- How to properly dispose of or disinfect and maintain PPE
- The limitations of PPE

Direct Supervisor's reporting responsibility

An employee's direct supervisor is responsible for notifying their chain of command when they receive any communication for the above case types from an employee.

Additional Information

If you become sick with COVID-19 symptoms during a quarantine period, you must contact HR immediately. You should seek evaluation through one of the telehealth options available on the DHEC COVID-19 webpage (www.scdhec.gov/covid19) or from your healthcare provider. Let the provider evaluating you know that you have been exposed to someone with COVID-19.

It is important to understand the difference between quarantine and isolation. A person who has been exposed, but who is not yet sick, is asked to quarantine. A person who has tested positive, or presumed by a doctor to be positive, for COVID-19, is asked to isolate.

Relevant DHEC guidelines for quarantine are as follows:

1. You should not leave the quarantine location at any time, unless there is a medical emergency or requested by your healthcare provider.
2. If you or anyone in your quarantine location requires emergency medical treatment for any conditions, you should call 911 for an ambulance. If you call 911, immediately tell the 911 operator that you are in quarantine due to COVID-19.
3. You should avoid contact with anyone outside the home.
4. You should avoid contact with individuals in your home as much as possible and maintain good personal hygiene at all times. If contacted by DHEC, follow all directions provided to you by DHEC to help prevent disease transmission.

Please note that DHEC investigates potential COVID-19 exposures and may contact you. If so, please follow whatever additional recommendations DHEC offers.

This is a rapidly evolving situation and we understand how difficult this is. We want everyone to stay healthy and safe, and we urge you to follow the DHEC guidelines listed above for the protection of yourself, your family and others.

For additional information, rely on trusted sources of information such as South Carolina Department of Health and Environmental Control (DHEC) <https://www.scdhec.gov> or the Centers for Disease Control and Prevention (CDC) <https://www.cdc.gov> websites.

ⁱ Close contact is defined as being within 6 feet of an affected person for more than 10 minutes.