

# SCSL Digital Collections

## TTC pandemic re-entry plan

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The TTC Pandemic Re-Entry Plan, prepared by the college's COVID-19 Task Force, and updated and maintained by the college's COVID-19 Response Team, serves as a guide to protect the safety of students and employees as we reopen campuses and sites. The task force used the three phases in the South Carolina Department of Administration *Re-entry Plan for State Employees* to develop TTC's seven-stage plan. Guidance for when and how to return to workplaces, as well as health and safety measures to implement, are being updated frequently by the CDC, and state agencies such as the Governor's Office, and SCDHEC. We will follow guidance from these sources and modify our plan as needed to reduce the risk of infection from COVID-19.

### **Guidelines for All Stages**

The College is implementing the following guidelines and procedures, in accordance with Federal, State, and local regulations and guidance, and informed by industry best practices. These procedures may change frequently as the college receives new information and guidance. Please check the [COVID-19 Updates](#) page in the Portal frequently. Cabinet, along with the COVID-19 Response Team, monitors positive COVID-19 cases on campus on a weekly basis via the report provided by the TTC Environmental Health and Safety Manager, and makes decisions concerning any changes to learning and work environments based on this data.

**Training** – All employees will be required to complete COVID-19 training prior to returning to work. This training ([Safety Short: Coronaviruses and COVID-19](#)) is located in Skillsoft which is accessed through the Portal. This training is required for full and part-time employees including adjunct instructors. Please contact Tanya Baham, TTC Environmental Health & Safety Manager, at [tanya.baham@tridenttech.edu](mailto:tanya.baham@tridenttech.edu) for any questions concerning this training.

**Social distancing and protective equipment**- All employees and students must wear masks while on campus until further notice in accordance with CDC recommendations. The college will provide masks for employees and students or they may wear their own. Visitors will also be asked to wear face coverings and will be offered one if they do not have their own. Signage will be posted concerning wearing face coverings.

Social distancing for students – The Division of Education will determine how to adjust class sizes, instructional modes, and schedules to comply with recommended social distancing guidelines. If you work in this division, talk with your supervisor about preparations specific to you and your areas.

Social distancing for employees - Division and department leaders will adapt recommended social distancing guidelines for their own areas that will include telecommuting and rotating schedules. Densely populated workspaces may need additional measures. In person meetings must be scheduled online unless they can be accomplished using recommended social distancing guidelines.

**Sanitation** – Facilities will implement and enforce new sanitation processes in accordance with CDC guidelines.

**Use and disinfection of common and high-traffic areas** – Common areas will remain closed until further notice. Once they reopen, Facilities will implement a disinfection plan. High-traffic areas such as restrooms will be disinfected in accordance with CDC guidelines.

**Business travel** – Travel restrictions are in place and all travel requires supervisor and VP approval.

**Travel outside the U.S.** - Students, faculty, and staff are encouraged to avoid non-college related travel, but in particular travel outside the U.S.

If you travel outside the U.S. while the Pandemic is still ongoing you must get tested 3-5 days after travel AND stay home and self-quarantine for 7 days after travel. Even if you test negative, stay home and self-quarantine for the full 7 days. If you choose not to get tested, you must stay home for 10 days from the date you returned home. The self-quarantine period applies even if you are fully vaccinated.

Employees must notify their supervisor and the Associate VP for Human Resources prior to traveling outside the U.S.

**Temperature checks** – Temperature checks are not feasible for the college as a whole to implement. However, specific areas of the college may be governed by state and federal laws for operating, such as food service areas and the Wellness Center, and therefore may have to implement temperature checks in those areas in accordance with those laws.

**Testing, isolating, and contact tracing** – The college must maintain the privacy of employee and student health information. Employees and students are asked to self-identify, self-isolate, and inform their supervisor or instructor if they test positive for COVID-19. The college may provide DHEC with this information. The college has convened a COVID-19 Response Team to determine and enact appropriate reporting procedures. The Environmental Health and Safety Manager is responsible for maintaining the Positive COVID-19 Case database and reports this data to Cabinet and the college on a weekly basis.

Below is a list of procedures and screening tools created and maintained by the COVID-19 Response Team (#COVID19Response).

- Employee COVID-19 Exposure Procedure - Appendix A**
- Employee Testing Positive Reporting Procedure – Appendix B**
- Student COVID-19 Exposure Procedure – Appendix C**
- Student Testing Positive Reporting Procedure – Appendix D**
- Student and Employee COVID-19 Positive Information Form – Appendix E**
- Student Return to Campus Screening Tool – Appendix F**
- TTC COVID-19 Pre-Campus Attendance Screening Tool – Appendix G**

**TTC Re-entry Stages:**

Stage 1: Campuses closed to public. Public Safety remains.

- Campuses and sites remain closed to the public.
- Essential staff returns to campus work (FMO and IT as needed).
- Staff campus according to building safety and management needs.
- Online instruction.
- Most faculty and staff telecommuting. Limited mail delivery.

Stage 2: Prep for Opening Campuses and Sites.

- Campuses and sites remain closed to public.
- Custodial and groundskeeping staff return to ready for reopening to the public.
- Extensive cleaning.
- FMO installs plexiglass barriers at front counters and other appropriate spaces.
- FMO and IT coordinate moving keypads and card readers to outside the barriers as necessary.
- Departments prepare computer labs, testing centers, and library to meet mandated social distancing guidelines.
- FMO rearranges common spaces to support mandated social distancing requirements.
- FMO marks floors for 6' separation where lines normally form.
- Use app that calls patrons to the "window" when it's their turn.
- Limited vendor and contractor access.
- Receiving Department opens to receive shipments.
- Mail delivery returns to normal.

Stage 3: Employees begin to return to Campuses and sites.

- Limited rotating staff returns to campus.
- Telecommuting continues where applicable and feasible.
- Common areas closed.
- Normal vendor access permitted.

Stage 4: Campuses and sites open to the public.

- Campuses and sites may open to the public.
- As required, some faculty and staff may return to work on campus on a rotating basis in order to provide social distancing.
- Telecommuting continues whenever possible and feasible with business operations.
- Common areas remain closed.
- Strongly consider accommodations for personnel who are members of a vulnerable population.
- Employees should self-identify as a member of a vulnerable population or a family member of a vulnerable population.
- Accommodations will be determined by HR along with employee's supervisor and Vice President.

Stage 5: In person instruction resumes.

- Certain classes may resume face-to-face instruction with appropriate social distancing guidelines in place.
- The College Center can operate under moderate physical distancing protocols on a case-by-case basis.
- Essential travel resumes with supervisor approval.

Stage 6: Most Employees Return to Campus. **(Currently in this stage)**

- All employees are asked to return to campus a minimum of two days per week, but employees may work on campus more than two days as needed to maintain business operations.
- Rotating schedules continue to allow for appropriate social distancing.
- Accommodations, if approved, continue for personnel who are members of a vulnerable population.

Stage 7: TTC Returns to normal operations. (Date to be determined by the S.C. Department of Administration)

- The Wellness Center can open with strict physical distancing and sanitation protocols as determined by Wellness Center Director.
- Non-essential travel may resume with supervisor approval.

## APPENDIX A

**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:**

DeVetta Hughes, Associate Vice President for Human Resources

Email: [DeVetta.Hughes@tridenttech.edu](mailto:DeVetta.Hughes@tridenttech.edu)

Phone: (843) 574-6199

***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 contact<sup>i</sup> 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 and/or a household member(s) experiencing symptoms and have not taken a COVID test***

If you or a member of your household is experiencing symptoms of COVID-19 and have not taken a COVID test, 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. 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).

DHEC encourages you and/or your household member to get a COVID test. It is recommended that you contact your healthcare provider for any additional guidance.

***Employee that had close contact<sup>i</sup> 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 contact<sup>i</sup> 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 contact<sup>i</sup> 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

### ***Employee who has previously tested positive for COVID***

If you have previously tested positive for COVID-19 and are later exposed to COVID-19 again, the following quarantine protocols will be followed:

- If the exposure is within 90 days of the onset of COVID-19 symptoms or the date of a positive COVID-19 test and you have no new symptoms, no quarantine is required.
- If the exposure is within 90 days of the onset of COVID-19 symptoms or the date of a positive COVID-19 test and you have new symptoms, you will be asked to quarantine or isolate for a period of 14 days.
- If the exposure is after 90 days of the onset of COVID-19 symptoms or the date of a positive test, you will be asked to quarantine or isolate for a period of 14 days.

### ***Employee who has received the COVID Vaccine***

Individuals who receive the COVID-19 vaccine may experience side effects. If you experience side effects from the COVID-19 vaccine, you are not required to quarantine and may continue to report to campus if the side effects have resolved and you have not been exposed to a positive COVID-19 individual.

If a fully vaccinated employee has close contact with someone who tests positive for COVID-19 they will not be required to quarantine if they meet **all** of the following criteria:

1. It has been 2 weeks or more since the final dose of their vaccine.
2. It has not been more than 3 months since their final dose of the vaccine.
3. They have remained asymptomatic since the COVID-19 exposure.

Persons who do not meet all 3 criteria should continue to follow the quarantine guidance listed in the scenarios above.

It is recommended that you contact your healthcare provider for any additional guidance.

### **Employees traveling outside the U.S.**

Employees are encouraged to avoid non-college related travel, but in particular travel outside the U.S.



If you travel outside the U.S. while the Pandemic is still ongoing, you must get tested 3-5 days after travel AND stay home and self-quarantine for 7 days after travel. Even if you test negative, stay home and self-quarantine for the full 7 days. If you choose not to get tested, you must stay home for 10 days from the date you returned home. The self-quarantine period applies even if you are fully vaccinated.

Employees must notify their supervisor and the Associate VP for Human Resources prior to traveling outside the U.S.

### ***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](http://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.

## APPENDICIES

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.

**APPENDIX B**

**TTC Employee Procedure for Reporting Positive COVID-19 Test Results**

**Do not share employee or student health information with anyone other than those listed in these procedures.**

**Procedure following an employee (faculty or staff) testing positive for COVID-19**

If an employee (faculty or staff) tests positive for COVID-19, that employee should inform their supervisor.

The supervisor will notify the COVID-19 Response Team at #COVID19Response as well as their immediate supervisor by completing the *COVID-19 Positive Information Form*.

Human Resources will follow up on any missing information not provided on the *COVID-19 Positive Information Form*.

Human Resources will notify employees if they have or may have been exposed to COVID-19 at work.

The supervisor should notify “close contact” employees potentially exposed to an infected employee that they must go home. “Close contact” is defined by the SCDHEC as within 6 feet for at least 10 minutes. If the employee was in close contact with someone whom they do not live, they must quarantine for 14 days after their last contact with the positive person.

The Division of Education will follow the same class notification process for a faculty member as for a student, which is described in the Procedure following a student testing positive for COVID-19.

The Environmental Health and Safety Manager will notify DHEC of the employee who tested positive and the employees potentially exposed to that employee.

The Office of Human Resources will report the positive test to OSHA if necessary under the OSHA guidelines.

Employee will contact the Associate Vice President for Human Resources when they are ready to return or begin working on campus.

If cleared, the Associate Vice President for Human Resources will notify the employee’s supervisor that they can return or begin working on campus.

## APPENDIX C

**TTC Student COVID-19 Exposure Procedures**

The student's instructor(s) will serve as the point of contact for 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 student with anyone other than your instructor(s). The COVID-19 Response Team will notify class members if they have or may have been exposed to COVID-19 at TTC.

***Student who has positive COVID test results***

If you or a member of your household tests positive for COVID-19, immediately notify your instructor(s) and do not report to campus. You will be asked to quarantine or isolate for a period of 14 days. The minimum 14-day quarantine period will begin on the student's COVID-19 testing date. It is recommended that you contact your healthcare provider for any additional guidance.

The positive student may be asked to complete the Trident Technical College COVID-19 Student Return to Campus Screening Tool at the end of their quarantine/isolation by their instructor(s). If requested, the positive student must submit the completed form to their current course instructor(s) via email prior to physically returning to campus.

***Student who has been in close contact<sup>ii</sup> with someone who tests positive for COVID-19***

If you have been in close contact with someone who tests positive for COVID-19, immediately notify your instructor(s), 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.

The quarantined student(s) may be asked to complete the Trident Technical College COVID-19 Student Return to Campus Screening Tool at the end of their quarantine/isolation by their instructor(s). If requested, the quarantined student(s) must submit the completed form to their current course instructor(s) via email prior to physically returning to campus.

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 instructor(s), leave campus, and not return until you have completed the quarantine.

***Student who lives with someone who tests positive for COVID-19***

If you live with someone who tests positive for COVID-19, immediately notify your instructor(s), 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.

The quarantined student(s) may be asked to complete the Trident Technical College COVID-19 Student Return to Campus Screening Tool at the end of their quarantine/isolation by their instructor(s). If requested, the quarantined student(s) must submit the completed form to their current course instructor(s) via email prior to physically returning to campus.

It is recommended that you contact your healthcare provider for any additional guidance.

If you learn that someone you live with tests positive for COVID-19 while on campus, you are to immediately notify your instructor(s), leave campus, and not return until you have completed the quarantine.

***Student 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 instructor(s) 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. It is recommended that you contact your healthcare provider for any additional guidance.

***Student 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 have not taken a COVID test, immediately notify your instructor(s) and do not report to campus. You will be asked to quarantine or isolate for a period of 14 days.

DHEC encourages you and/or your household member to get a COVID test. It is recommended that you contact your healthcare provider for any additional guidance.

***Student lives with someone who has been in close contact<sup>i</sup> with someone who displays symptoms consistent with COVID-19 or tests positive (Contact of a Contact)***

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

***Student in clinical setting wearing proper PPE who has been in close contact<sup>i</sup> with someone who tests positive for COVID-19***

A student 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

*Student 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

### ***Student who has previously tested positive for COVID***

If you have previously tested positive for COVID-19 and are later exposed to COVID-19 again, the following quarantine protocols will be followed:

- If the exposure is within 90 days of the onset of COVID-19 symptoms or the date of a positive COVID-19 test and you have no new symptoms, no quarantine is required.
- If the exposure is within 90 days of the onset of COVID-19 symptoms or the date of a positive COVID-19 test and you have new symptoms, you will be asked to quarantine or isolate for a period of 14 days.
- If the exposure is after 90 days of the onset of COVID-19 symptoms or the date of a positive test, you will be asked to quarantine or isolate for a period of 14 days.

### ***Student who has received the COVID Vaccine***

Individuals who receive the COVID-19 vaccine may experience side effects. If you experience side effects from the COVID-19 vaccine, you are not required to quarantine and may continue to report to campus if the side effects have resolved and you have not been exposed to a positive COVID-19 individual.

If a fully vaccinated student has close contact with someone who tests positive for COVID-19 they will not be required to quarantine if they meet **all** of the following criteria:

1. It has been 2 weeks or more since the final dose of their vaccine.
2. It has not been more than 3 months since their final dose of the vaccine.
3. They have remained asymptomatic since the COVID-19 exposure.

Persons who do not meet all 3 criteria should continue to follow the quarantine guidance listed in the scenarios above.

It is recommended that you contact your healthcare provider for any additional guidance.

**Student traveling outside the U.S.**

Students are encouraged to avoid non-college related travel, but in particular travel outside the U.S.

If you travel outside the U.S. while the Pandemic is still ongoing, you must get tested 3-5 days after travel AND stay home and self-quarantine for 7 days after travel. Even if you test negative, stay home and self-quarantine for the full 7 days. If you choose not to get tested, you must stay home for 10 days from the date you returned home. The self-quarantine period applies even if you are fully vaccinated.

***Instructor's reporting responsibility***

An Instructor is responsible for notifying the COVID-19 Response Team via [#COVID19Response@tridenttech.edu](mailto:#COVID19Response@tridenttech.edu) email when they receive any communication from a student for the above case types.

TTC will not retain copies of the submitted Trident Technical College COVID-19 Student Return to Campus Screening Tool.

The COVID-19 Response Team will contact the student directly regarding their isolation/quarantine information.

***Additional Information***

If you become sick with COVID-19 symptoms during a quarantine period, you must contact your instructor immediately. You should seek evaluation through one of the telehealth options available on the DHEC COVID-19 webpage ([www.scdhec.gov/covid19](http://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:

5. You should not leave the quarantine location at any time, unless there is a medical emergency or requested by your healthcare provider.
6. 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.
7. You should avoid contact with anyone outside the home.
8. 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.



## APPENDIX D

**Student Testing Positive for COVID-19 Reporting Procedure**

A student who tests positive for COVID-19 should notify their instructor(s).

The Instructor(s) will notify the COVID-19 Response Team at #[COVID19response](https://tridenttech.edu/COVID19response)@tridenttech.edu as well as their immediate supervisor by completing the COVID-19 Positive Information Form.

Division of Education personnel will follow up on any missing information.

Division of Education personnel will verify if the student is enrolled in more than one class.

Division of Education personnel will confirm all information and notify COVID-19 Response Team.

The Environmental Health & Safety Manager (EHSM) or designated back-up will decide what actions and notifications are needed based on the below stated criteria.

The EHSM or designated back-up will send all appropriate notifications to students and instructors as well as DHEC.

The student who tested positive is required to quarantine or isolate for a minimum 14-day period. The minimum 14-day quarantine period will begin on the student's COVID-19 testing date.

If the instructor(s) can confirm that the COVID-19 positive student was not in "close contact" with the instructor or other students, then the class will be notified by TTC but will continue to meet as scheduled. "Close contact" is defined by the SCDHEC as within 6 feet for at least 10 minutes.

If the instructor(s) cannot confirm there was no close contact with the COVID-19 positive student, then the class will not meet face-to-face for a 14-day quarantine period. If possible and practical, instruction will continue online during the quarantine period.

If the student or faculty member was in contact with a member of the general public in a lab setting, then the EHSM or designated back-up will notify the member of the general public of the exposure.

The quarantined student(s) may be asked to complete the Trident Technical College COVID-19 Student Return to Campus Screening Tool at the end of their quarantine/isolation by their instructor(s). If requested, the quarantined student(s) must submit the completed form to their current course instructor(s) via email prior to physically returning to campus.

The course instructor(s) will contact the COVID-19 Response Team for guidance if there is a question regarding the submitted Trident Technical College COVID-19 Student Return to Campus Screening Tool.

## APPENDIX E

## COVID-19 Positive Information Form (for students and employees)

## Instructions for Students

1. Student will notify all their instructors of a positive COVID-19 test result.
2. Instructor will collect information from the student (email address is mandatory for notification purposes) and record it on the **COVID-19 Positive Information Form**. (See access instructions below)
3. Instructor will email the completed form to:
  - His/her immediate supervisor,
  - COVID-19 Response Team at [#COVID19response@tridenttech.edu](mailto:#COVID19response@tridenttech.edu)
  - **After Hours and Weekends:**
    1. Complete the steps above.
    2. In addition to submitting the completed form, call Public Safety at 843-574-6053 and ask Public Safety to notify the designated COVID Response Team Member.
      - **You only need to confirm that you have submitted the COVID-19 Positive Information Form. The COVID Response Team Member will get the data from the submitted form.**

## Instructions for Employees

1. Employee will notify their direct supervisor of a positive COVID-19 test result.
2. Supervisor will collect information from the employee and record it on the **COVID-19 Positive Information Form**. (See access instructions below).
3. Supervisor will email the completed form to:
  - His/her immediate supervisor,
  - COVID-19 Response Team at [#COVID19response@tridenttech.edu](mailto:#COVID19response@tridenttech.edu)
  - **After Hours and Weekends:**
    1. Complete the steps above.
    2. In addition to submitting the completed form, call Public Safety at 843-574-6053 and ask Public Safety to notify the designated COVID Response Team Member.
      - **You only need to confirm that you have submitted the COVID-19 Positive Information Form. The COVID Response Team Member will get the data from the submitted form.**

## Where to access the form

The **COVID-19 Positive Information Form** is located:

1. TTC Portal
  - a. COVID-19 Important Updates section  
<https://my.tridenttech.edu/facultyandstaff/Pages/default.aspx>
2. TTC Website
  - a. Faculty/Staff Resources page <https://www.tridenttech.edu/facultystaff.htm>

**COVID-19 Positive Information Form (for students and employees)**

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

COVID-19 Positive Individual:

Name: \_\_\_\_\_ Email: \_\_\_\_\_  
 CID: \_\_\_\_\_ Date of COVID-19 Test: \_\_\_\_\_  
 FT Instructor     PT Instructor     FT Staff     PT Staff     Student

Last date COVID-19 positive individual was on campus (class or office): \_\_\_\_\_

Last date COVID-19 positive individual was in attendance (**online courses only**): \_\_\_\_\_**Student/Faculty Course Data**

***(To be completed by instructor only. If this is an employee who attends face-to-face classes, direct the employee to their instructor.)***

Term/Prefix/Couse Number/Section: \_\_\_\_\_ (ex. 2020U WLD 117 002)

Course Meeting Pattern: \_\_\_\_\_ (ex. Mon, Wed 6:00-10:00 p.m.)

Where does this course meet (include all on-campus spaces)?

Bldg./Rm: \_\_\_\_\_ Bldg./Rm: \_\_\_\_\_  
 Bldg./Rm: \_\_\_\_\_ Bldg./Rm: \_\_\_\_\_

Are there any special cleaning considerations? (e.g. specialty equipment)

\_\_\_\_\_

Do all students on the roster attend at the same time?

 Yes  No (ex. Half of the class attends on Monday, half on Wednesday)**If no**, attach a list of students who attended with the COVID-19 positive individual.

Was the COVID-19 positive individual in close contact (defined as being within 6 feet for 10 minutes with an individual) with any other members of the class, to include instructors and other students?

 Yes  No**If yes**, attach a list of any class members who were in close contact with the COVID-19 positive individual.

Does this class serve members of the public? (e.g. Cosmetology clinic)

 Yes  No

Has the COVID-19 positive class member been in close contact with any member of the public?

 Yes  No

**If yes**, can you provide a list of the members of the public who were in close contact with the COVID-19 positive individual?

Yes  No

**For students in a clinical setting:**

Did the close contacts of the COVID-19 positive student wear the proper PPE during the duration of their contact with the positive employee?

Yes  No

**If yes**, provide a detailed list of the PPE that was worn by the close contact during the duration of their time with the positive employee.

Additional Comments:

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**Employee Data**

**(Mandatory for All Employees)**

Department: \_\_\_\_\_

Last date COVID-19 positive employee worked on campus: \_\_\_\_\_

Was the employee on campus within 48 hours prior to the onset of their symptoms or receiving positive test results?

Yes  No

**If yes**, complete remaining questions.

**If no**, go to Employee Working Remotely

If employee worked on campus, list all the office locations employee entered:

Bldg./Rm: \_\_\_\_\_

Bldg./Rm: \_\_\_\_\_

Bldg./Rm: \_\_\_\_\_

Bldg./Rm: \_\_\_\_\_

Are there any special cleaning considerations? (*e.g. specialty equipment*)

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Was the COVID-19 positive employee in close contact with other persons such as employees and/or students?

Yes  No

**If yes**, attach a listing of individuals who were in close contact with the COVID-19 positive employee.

Make sure to indicate whether they are employees or students.

Was the COVID-19 positive employee in contact with any other employees? (*e.g. same work area*)

Yes  No

**If yes**, attach a list of any employees who were in contact with the COVID-19 positive employee.

**For employees that work in a clinical setting:**

Has the COVID-19 positive employee been in close contact with any member of the public?

Yes  No

**If yes**, can you provide a list of the members of the public who were in close contact with the COVID-19 positive individual?

Yes  No

Did the close contacts of the COVID-19 positive employee wear the proper PPE during the duration of their contact with the positive employee?

Yes  No

**If yes**, provide a detailed list of the PPE that was worn by the close contact during the duration of their time with the positive employee.

**Employee Working Remotely:**

Is this employee set up to working remotely?

Yes  No

Will the employee continue to work remotely while not on campus?

Yes  No

**If yes**, go to Additional Comments.

**If no**, continue to Employee Leave below.

**Employee Leave:**

Has the employee missed work and/or plans to use leave for future dates?

Yes  No

Provide employee's regular shift (i.e. 8:30AM-5PM): \_\_\_\_\_

Leave Start Date: \_\_\_\_\_

Leave Start Time (i.e. 9AM): \_\_\_\_\_

Date of Requested Leave to end: \_\_\_\_\_

**Additional Comments:**

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APPENDIX F

Trident Technical College COVID-19  
Student Return to Campus Screening Tool

Student:

If you have tested positive for COVID-19, you may be requested to complete the following screening tool at the end of your quarantine/isolation for clearance to return to campus. If requested, please submit the completed tool to your current course instructor(s) via email prior to physically returning to campus.

PLEASE READ EACH QUESTION CAREFULLY		
<p><b>Have you experienced any of the following symptoms in the past 48 hours:</b></p> <ul style="list-style-type: none"> <li>• fever or chills (CDC considers a fever of any temperature 100.4 F or greater)</li> <li>• cough</li> <li>• shortness of breath or difficulty breathing</li> <li>• fatigue</li> <li>• muscle or body aches</li> <li>• headache</li> <li>• new loss of taste or smell</li> <li>• sore throat</li> <li>• congestion or runny nose</li> <li>• nausea or vomiting</li> <li>• diarrhea</li> </ul>	<b>YES</b>	<b>NO</b>
<b>Have you experienced any fever in the past 24 hours?</b>	<b>YES</b>	<b>NO</b>
<b>Have you used any medication that may have masked a fever (i.e. Ibuprofen, Tylenol, aspirin, etc.) in the past 24 hours?</b>	<b>YES</b>	<b>NO</b>
<p><b>Current temporal (forehead) temperature:</b>  <math>\geq 100.4</math> F</p> <p><b>Current oral temperature:</b>  <math>\geq 99.4</math> F</p>	<b>YES</b>	<b>NO</b>

<b>Did you answer NO to ALL QUESTIONS?</b>	<b>Access to TTC Facilities APPROVED. Please submit the tool to your current instructor(s) and no further information is needed. Thank you for helping us protect you and others during this time.</b>
<b>Did you answer YES to ANY QUESTION?</b>	<b>Contact your course instructor for additional guidance prior to returning to the campus. Thank you for helping us protect you and others during this time.</b>

Name: \_\_\_\_\_ Date: \_\_\_\_\_

APPENDIX G

Trident Technical College COVID-19  
Pre-Campus Attendance Screening Tool

PLEASE READ EACH QUESTION CAREFULLY		
<p><b>Have you experienced any of the following symptoms in the past 48 hours:</b></p> <ul style="list-style-type: none"> <li>• fever or chills (CDC considers a fever of any temperature 100.4 F or greater)</li> <li>• cough</li> <li>• shortness of breath or difficulty breathing</li> <li>• fatigue</li> <li>• muscle or body aches</li> <li>• headache</li> <li>• new loss of taste or smell</li> <li>• sore throat</li> <li>• congestion or runny nose</li> <li>• nausea or vomiting</li> <li>• diarrhea</li> </ul>	<b>YES</b>	<b>NO</b>
<p><b>Within the past 14 days, have you been in close physical contact (6 feet or closer for at least 10 minutes) with a person who is known to have laboratory-confirmed COVID-19 or with anyone who has any symptoms consistent with COVID-19 without wearing a mask?</b></p>	<b>YES</b>	<b>NO</b>
<p><b>Are you isolating or quarantining because you may have been exposed to a person with COVID-19 or are worried that you may be sick with COVID-19?</b></p>	<b>YES</b>	<b>NO</b>
<p><b>Are you currently waiting on the results of a COVID-19 test that you had performed due to experiencing COVID-19 symptoms?</b></p>	<b>YES</b>	<b>NO</b>
<p><b>Current temporal (forehead) temperature:</b>  <math>\geq 100.4</math> F  <b>Current oral temperature:</b>  <math>\geq 99.4</math> F</p>	<b>YES</b>	<b>NO</b>

<b>Did you answer NO to ALL QUESTIONS?</b>	<b>Access to TTC Facilities APPROVED. Thank you for helping us protect you and others during this time.</b>
<b>Did you answer YES to ANY QUESTION?</b>	<b>Contact your course instructor or supervisor for additional guidance prior to returning to the campus. Thank you for helping us protect you and others during this time.</b>

Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

<sup>ii</sup> Close contact is defined as being within 6 feet of an affected person for more than 10 minutes.