

*Victoria College*

**COVID-19 Protocols for Employees**

*Updated August 2023*

**Symptoms of COVID-19**

If any employee or student experiences any of the below symptoms, or has tested positive for COVID-19, or has been in close contact with someone who is positive they **MUST** complete Victoria College's [COVID-19 Self-Reporting Form](#) found on the VC website at [www.VictoriaCollege.edu/COVID-19](http://www.VictoriaCollege.edu/COVID-19).

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-10 days after exposure to the virus**.

People with these symptoms may have COVID-19:

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

**Keeping Everyone Safe:**

- **Do not come to work if you are not feeling well.**
- If anyone in your area is reporting symptoms of COVID-19, please ask them to leave campus and to contact their health provider or county health services at (361) 578-6281 and complete VC's self-reporting form.
- Next, contact your supervisor with information.
- Once notified, supervisors must:
  - contact Terri Kurtz in HR for employees
  - relay issues up the chain of command
  - contact Marty Deckard and put in a Maintenance Request to ensure potentially exposed areas are disinfected
  - If a student, please direct them to complete the COVID-19 self-reporting form for students

The following measures remain in place at Victoria College:

- When possible, social distancing should still be practiced in all VC facilities.
- Though not required, facial coverings are strongly encouraged when working in close proximity of others.
- VC fully supports anyone who chooses to wear a facial covering due to personal preference.
- Enhanced cleaning procedures have become a part of our normal operations and will continue.
- Hand-sanitizing stations are available in all VC buildings.
- Sneeze guards will be used in key areas where students and members of the public interact with college personnel as the need arises.

### **How to return back to work**

Our “return to work” practice for someone **testing positive for COVID-19** is to quarantine for 5 days from onset of symptoms and be fever free for 24 hours.

If you have been exposed to COVID, you may return to work, wearing a mask for 10 days.

### **Vaccinations**

Below is the link for the CDC guidance on vaccines.

<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html>

People are considered fully vaccinated:

- 2 weeks after their second dose in a 2-dose series, like the Pfizer or Moderna vaccines, or
- 2 weeks after a single-dose vaccine, like Johnson & Johnson’s Janssen vaccine

If it has been less than 2 weeks since your shot, or if you still need to get your second dose, you are NOT fully protected. Keep taking all prevention steps until you are fully vaccinated.