

Victoria College

COVID-19 Protocols for Employees

Updated August 2024

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.

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.