VICTORIA COLLEGE

Victoria College

COVID-19 Protocols for Employees

Updated January 2022

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 remain in key areas where students and members of the public interact with college personnel.
- FREE COVID-19 testing remains available for VC students and employees.

Exposure Cases:

If you have been exposed or informed of possible exposure, complete the COVID-19 Self-Reporting Form. We will assess the level of risk of exposure and then determine the best course of action for you and VC. We work together with supervisors to determine if working from home is an option and other alternative work schedules as needed.

* Level of Exposure		ask these questions to determine risk level of exposure
High	**No to all the questions**	1. Were you wearing face covering when around the person who exposed you?
Medium	**Yes/no combo**	2. Were you maintaining 6' distance?
Low	**Yes to all the questions**	3. Were you with them 15 minutes or less?

How to return back to work

Our "return to work" practice for someone **testing positive for COVID-19** is:

- the employee cannot return sooner than 10 days from onset of symptoms,
- must be fever free for 24 hours
- If you have been **exposed** with high risk then you may return after a 10-day quarantine period and have not shown any symptoms.
- If you have been **exposed** with a medium to low risk then you may return after a 5-day quarantine providing ample time to monitor symptoms to determine if you are going to get COVID.

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VC COVID-19 Testing Site

Victoria College is partnering with Your Health Lab, in providing **COVID-19 Testing**.

As a reminder there are no cost to VC students and employees. No physician referrals or appointments are required.

- For a VC student, they will need their Victoria College student ID (V#) and a photo ID.
- VC employees, you will need your Victoria College access badge.
- If you have health insurance of any kind, please be sure to bring your insurance card. No copay or out-of-pocket expenses will be charged.
- Free COVID-19 testing will be offered even if you do not have health insurance.
- The molecular tests will be conducted using a nasal swab to determine if patients have an active coronavirus infection. Molecular testing is more accurate than rapid testing, but results are still available within 24 to 72 hours.

Your Health Lab is located at Citizens Building C (2710 Hospital Drive, Suite 106). Be sure to call ahead to (361) 649-8770 or (361) 541-5098 for expedited service. COVID-19 testing is offered Monday-Friday, 7 a.m.-5 p.m. and Saturday 8 a.m.-noon.

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.