

# Returning Safely to Campus

TRINITY COLLEGE



# Your Safety Comes First - Always!

**Welcome back to campus!**

**We want to assure you that Trinity's goal is to maintain a healthy campus environment for all who come to our campus - students, faculty, staff, visitors, and vendors alike.**

**This will require our collective effort! Each of us will be required to fully comply with any policies, protocols, and guidelines that are in place to help prevent the spread of the coronavirus (COVID-19)**

**And our approach will not be static!**

**As the COVID-19 situation continues to evolve, Trinity College will amend policies, protocols and guidelines, as needed, to ensure the continued safety of our Trinity community.**

# What to expect ...

In this training, you will review COVID-19 safety precautions and be briefed on policies, procedures and protocols Trinity College has put in place to prevent the spread of the virus on-campus.

Topics include:

- COVID-19 symptom awareness
- Symptom screening protocols
- Social distancing protocols
- Self-quarantine and isolation protocols
- Preventive measures

# Get to Know the Symptoms of COVID-19

One way you can help stop the spread of the coronavirus is to be aware of the symptoms and take appropriate action if you or anyone with whom you have come in close contact is experiencing these symptoms.

- People with COVID-19 can exhibit a wide range of symptoms – from mild to severe illness.
- Symptoms can appear 2-14 days after exposure to the virus.
- Asymptomatic and pre-symptomatic people can transmit the virus to others before showing symptoms.
- Older adults and people who have severe underlying medical conditions like heart disease, lung disease or diabetes seem to be at higher risk for developing more serious complications from COVID-19 illness.

*Source: [www.cdc.gov](http://www.cdc.gov)*

# **COVID-19 Symptoms may appear 2-14 days after exposure to the virus.**

**People with these symptoms may have COVID-19:**

**Fever (over 100 degrees) or chills**  
**New Cough**  
**New Shortness of breath or difficulty breathing**  
**Extreme Fatigue**  
**Muscle or body aches**  
**New Headache**  
**New Loss of taste or smell**  
**New Sore throat**  
**New Congestion or runny nose**  
**Nausea or vomiting**  
**Diarrhea**

**Look for emergency warning signs for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately:**

**Trouble breathing**  
**Persistent pain or pressure in the chest**  
**New confusion**  
**Inability to wake or stay awake**  
**Bluish lips or face**

**Call your medical provider for any other symptoms that are severe or concerning to you.**

# At Risk Populations

Public health guidance states that individuals at high risk include:

- Individuals who are age 65 or older
- Individuals of any age with underlying medical conditions, particularly if not well controlled, including:
  - Chronic lung disease or moderate to severe asthma
  - Immunocompromised (many conditions can cause a person to be immunocompromised including cancer treatment, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, prolonged use of corticosteroids and other immune weakening medications)
  - Severe obesity (body mass index [BMI] of 40 or higher)
  - Diabetes
  - Chronic kidney disease undergoing dialysis
  - Liver disease
  - Pregnancy in third trimester

*Source: [www.cdc.gov](http://www.cdc.gov)*

# Symptom Checking Protocol

*Required for all students and staff*

Trinity College will implement the following symptom checking protocols:

Each day a member of the Trinity Community [student, staff and faculty] is scheduled to work or plans to be on campus, the individual will be required to complete a self-check for any symptom related to COVID-19 using the symptom self check form and take their temperature.

Everyone is accountable and must take personal responsibility to check symptoms each day and to stay home if they are experiencing any symptoms.

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## COVID-19 DAILY SELF-CHECKLIST

Review this COVID-19 Daily Self-Checklist each day before reporting to work.

The best solution to combatting COVID-19 is through prevention – wearing face coverings, frequent handwashing and maintaining social distance of 6 feet or more.

Monitoring symptoms is a required preventive strategy for COVID-19. If you reply YES to any of the questions below, you must STAY HOME, notify your supervisor of the needed absence, and contact your health care provider.

Do you have a fever (temperature over 100°F) without having taken any fever reducing medications?  
 Yes  
 No

New Cough?  
 Yes  
 No

Muscle or Body Aches?  
 Yes  
 No

New Loss of Taste/Smell?  
 Yes  
 No

Chills?  
 Yes  
 No

New Sore Throat?  
 Yes  
 No

New Shortness of Breath/Difficulty Breathing?  
 Yes  
 No

New Headache?  
 Yes  
 No

Extreme Fatigue?  
 Yes  
 No

New Congestion or Runny Nose?  
 Yes  
 No

Gastrointestinal Symptoms such as nausea, diarrhea and vomiting?  
 Yes  
 No

Have you, or anyone you have been in extended close contact with (within six feet for 30 minutes or more), been diagnosed with COVID-19 in the last 14 days?  
 Yes  
 No

Are you currently in quarantine for possible contact with COVID-19?  
 Yes  
 No

Have you been asked to self-isolate or quarantine by a medical professional or a local public health official in the last 14 days?  
 Yes  
 No

If you start feeling sick with any of the above-mentioned symptoms during your shift, phone your supervisor, go immediately home without coming into contact with coworkers, and contact your physician and ask for COVID testing by phone after leaving work.

This guidance is intended for self-screening prior to the start of the workday. It is not intended for people confirmed or suspected COVID-19. Individuals with confirmed or suspected COVID-19 should follow CDC guidance.

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# Testing

- It is strongly recommended that employees returning to campus during July and August (if requested by your supervisor to do so) obtain a negative test result prior to their campus return.
- If you obtain a test, and the test is positive, contact Human Resources.
- In late August, once the campus is more populated, Trinity will test students, faculty, and staff. The TEST will be for active infection or presence of coronavirus on campus.



## Policies to Reduce Exposure to COVID

- Engage in **daily symptom checking**.
- At all times, **wear face coverings** while on campus.
- Practice social distancing, and remain more than 6 feet away from others whenever possible.
- Practice hand hygiene, frequently washing hands for at least 20 seconds with warm water and soap; use hand sanitizer when possible.
- Hold meetings **virtually**, even while on campus. When no other alternatives exist, in-person meetings or other activities are to be limited to **no more than 10 people** with proper social distancing and face coverings.
- **Limit surface contact** when moving about or entering/exiting buildings. For example, use elbows to push open doors, use stairs instead of elevator.

## Policies to Reduce Exposure to COVID

*Requirements of all employees, students, and visitors on campus.*

## Policies to Reduce Exposure to COVID (cont.)

- Individuals entering designated buildings with high foot traffic (e.g., Mather Hall, Library, Ferris Athletic Center), will be required to use designated entry points and may be subject to video temperature scanning.
- Shifts and meal periods/rest breaks will be staggered, when possible.
- Non-essential college travel, domestically and internationally, is prohibited.
- If you **develop symptoms** (see earlier list) while at work or on-campus, immediately go home without coming in direct contact with supervisor, coworkers or others. Notify your supervisor by phone/email/text once home (per your departmental practices).

## Policies to Reduce Exposure to COVID (cont.)

*Requirements for all employees, students, and visitors on campus.*

# Workplace Environment Safety

- Disinfectant wipes or surface cleaners will be made available for employee use.
- Bathrooms will be cleaned and disinfected regularly.
- Employees are discouraged from sharing equipment to the extent possible. If shared, schedule designated usage times and disinfect the equipment before and after using.
- No more than 1 person in elevator at one time. Avoid touching buttons with fingers, wear face coverings. Wash hands after departing elevator.
- Physical workspaces are being reviewed and adapted to increase social distancing and limit exposure.
- Follow any signage instructions posted in buildings or throughout the campus.

# PREVENTIVE MEASURES FOR EMPLOYEES

- **Employees must wear a face covering** (issued or approved by employer) which covers mouth and nose at all times while on-campus and/or in the workplace
- **Employees may remove face covering to eat or drink when sitting 6 feet or more away from others and in workplaces where an employee is working alone in a closed office or in a cubicle with three walls**

Employees are to remain away from all Trinity College campuses and locations during periods of quarantine and isolation.

**Quarantine** of fourteen (14) days and obtain a test if you have:

- COVID-19 Symptoms – see earlier list.
- Been directly exposed to someone known to have an active COVID-19 infection, whether or not Trinity employee is exhibiting symptoms.
- Recently traveled to a state or area that the state of CT designates as a required quarantine upon return and obtain a test only if become symptomatic.

**Isolation** is required if an employee tests Positive for COVID-19. Isolation means employees remain away from all Trinity College locations until 10 days after testing was done and at least 3 days after ALL symptoms have ended. This may be more or less than a period of 14 days.

*Note: If the employee is well enough to work, working from home is expected to continue when possible.*

*3 days prior to return to work, employees who have been under quarantine/isolation should contact Human Resources.*

# Policies regarding Self-Quarantine & Isolation

*Requirements for all employees.*

*Applicable to all employees:*

Employee can return to work from Isolation when:

- Individual has had no fever for at least 3 days (without fever-reducing medication)

**AND**

- Respiratory symptoms (cough and shortness of breath) have improved (for 3 days)

**AND**

- At least 10 days have passed since positive test

## Policies regarding Self Quarantining & Isolation (cont.)

*Requirements for all employees.*

**To return to work after self quarantining or isolation, employee will need to provide the following documentation:**

- **If under healthcare provider's care**  
Provide return-to-work notice to Human Resources.

**OR**

- **If you have not been under healthcare provider's care**  
Complete health affidavit and discuss with designated Trinity healthcare provider.

**If healthcare provider confirms the cause of the employee's illness was not related to COVID-19, employee may return to work earlier and must provide a return-to-work notice to Human Resources specifying releasing employee to work for non-COVID-19 related reasons.**

## **Policies regarding Self Quarantining & Isolation (cont.)**

*Requirements for all employees.*

- **Employee Assistance Program (EAP)**  
800-225-2527 Or 800-252-4555 or  
VISIT [HigherEdEAP.com](https://www.higheredeap.com)
- **CDC resources**  
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- **Return to campus website**  
<https://www.trincoll.edu/reopening/>

## Mental and Emotional Wellbeing



# Changing Conditions and Requirements

- **Trinity College will monitor conditions** on campus, in the city and state, and will update requirements and advice accordingly.
- If you have been identified as someone who has been in contact with a COVID-positive person in the Trinity College community, you may receive a call from a designated Trinity healthcare provider for further discussion and health instruction. You also may be required to self monitor or quarantine.
- **Concerns:** If an employee has a concern about returning to campus, or identifies a concern upon returning, the employee should inform their department chair/manager. If necessary, chairs/managers may contact Human Resources to assist in balancing the need for work to be done on campus and the employee's concern. Employees will not be asked to share sensitive information about their specific situation.

*Please take the quiz (link below) to complete your mandatory training.*

# Test Your Knowledge

[CLICK HERE](#)

