

**Daytona State College**  
**COVID-19 Employee Protocol**

Each of the following guidelines are based on current CDC recommendations. Guidelines may be adjusted as additional CDC recommendations are released. Similar protocol is in place for students and classroom settings.

**Purpose:** In response to current pandemic conditions, Daytona State College (DSC) is implementing certain protocols to maintain as safe an environment as possible. The following protocols/procedures seek to implement commonsense, research-based procedures, while allowing for the face-to-face contact needed to satisfy workflow requirements.

These procedures are consistent with CDC guidelines on how to protect yourself and others.  
<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>

**Scope:** These protocols apply to all employees, on all campuses.

**Procedures:**

- Daytona State College is taking the following tiered approach to masking:
  - **Red Level:** masks are expected in all indoor areas and at least 3' of physical distance should be maintained whenever possible.
  - **Orange Level:** Masks are recommended in all indoor areas and at least 3' of physical distance should be maintained
  - **Yellow Level:** Masks are optional and at least 3' of physical distance should be maintained whenever possible.
- The College is currently at Yellow Level for masking.
- Frequent handwashing is recommended.
- All common surfaces will be regularly disinfected. This includes desktops, computer stations and accessories, light switches, chairs, doorknobs, entry points, etc. Neutra-Dis is a one-step disinfectant, sanitizer, virucide, and cleaner that is on the list of EPA approved disinfectants for SARS-CoV-2 (the cause of COVID-19). You are asked to use hand sanitizer before and after the use of any and all shared equipment, such as the MFD printers or other shared items.
- Any employee who thinks they have COVID-19, has sought testing for COVID-19, (but not for antibodies) or was/has been in "close contact" with an individual who tested positive for COVID-19, must notify Employee Benefits (506-3659 or [CovidHealth@daytonastate.edu](mailto:CovidHealth@daytonastate.edu)) or Human Resources (506-4505) immediately.

To help assist with determining the appropriate action, the following are the CDC guidelines:

➤ ***I have symptoms or I have tested positive for COVID-19 and I had symptoms***

You can be with others (return to work) after:

- 24 hours with no fever (100.4°F or greater) without the use of fever reducing medications **and**
- Symptoms have improved **and**
- 5 days since symptoms first appeared
- Masking is recommended around others for an additional 5 days

**NOTE:** Individuals who have symptoms similar to those associated with COVID-19 who are **not** close contacts with any person who has a confirmed or suspected case of COVID-19 (defined below) may also wish to receive a diagnostic test for COVID-19 (Polymerase Chain Reaction/PCR or Rapid Antigen Test). Antigen tests will not be permitted. If the diagnostic test result is negative, **and** they have not been a close contact with any person who has a confirmed or suspected case of COVID-19, **and** all symptoms have resolved, including no fever for 24 hours without the use of a fever reducing medications, they may return to campus sooner than 5 days (unless otherwise directed by a health care provider). The employee must communicate with Benefits and receive clearance before returning prior to the original 5 day date.

➤ ***I tested positive for COVID-19 but had no symptoms***

If you continue to have no symptoms, you can be with others (return to work) after receiving clearance from a health care provider in accordance with CDC guidelines as follows:

- If you continue to have no symptoms, you can come back to work after 5 days have passed since the positive test result. Masking is recommended around others for an additional 5 days.

➤ ***I have been in “close contact” with a person who has tested positive for COVID-19***

- CDC defines a close contact as “any individual within 6 feet of an infected person for at least 15 minutes of **laboratory-confirmed or probable COVID-19 patients**”. Fully vaccinated individuals (those who are 2 weeks out from their final vaccination dose) who are exposed to someone with suspected or confirmed COVID-19 should get tested 3-5 days after exposure, even if no symptoms are present. A mask should be worn while in any building on campus for 10 days following exposure or until the test result is negative. If the test is positive, a 5-day quarantine will take place (<https://www.cdc.gov/media/releases/2021/s1227-isolation-quarantine-guidance.html>).
- Per CDC guidelines, the following options are utilized for ending quarantine after close contact:
  - If you have received a booster, or have completed the primary series of Pfizer or Moderna vaccine within the last 6 months, or have completed the primary series of the J&J vaccine within the last 2 months:
    - Wear a mask around others for 10 days and monitor your symptoms.
    - Test on day 5, if possible. If symptoms occur or you subsequently test positive, follow the guidance for symptom based or test based procedures.
  - If you completed the primary series of Pfizer or Moderna vaccine over 6 months ago and are not boosted, or you have completed the primary series of the J&J vaccine over 2 months ago and are not boosted, or are unvaccinated:
    - Quarantine for 5 days and continue to wear a mask for 5 additional days.
    - Test on day 5 if possible. If symptoms occur or you subsequently test positive, follow the guidance for symptom based or test based procedures (<https://www.cdc.gov/media/releases/2021/s1227-isolation-quarantine-guidance.html>).

**Please note:** The CDC defines close contact as the following:

- You were within 6 feet of someone who has COVID-19 for a total of 15 cumulative minutes or more, in a 24 hour period
  - You provided care at home to someone who is sick with COVID-19
  - You had direct physical contact with the person (hugged or kissed them)
  - You shared eating or drinking utensils
  - They sneezed, coughed, or somehow got respiratory droplets on you
  - All of the above, starting from 2 days prior to their illness onset or a positive test.
- <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

If employees refuse to comply with any of these procedures, the College may take action to protect the safety of other employees; this may include disciplinary action if warranted.

References:

- A. Center for Disease Control and Prevention: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- B. CDC guidelines for homemade mask: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/DIY-cloth-face-covering-instructions.pdf>
- C. U.S. Surgeon General guidelines for homemade mask: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover.html>
- D. CDC Symptom-Based Strategy to Discontinue Isolation for Persons with COVID-19: <https://www.cdc.gov/coronavirus/2019-ncov/community/strategy-discontinue-isolation.html>
- E. “For persons recovered from COVID-19 illness, CDC recommends that isolation be maintained for at least 10 days *after illness onset* and at least 24 hours) *after recovery*. Illness onset is defined as the date symptoms begin. Recovery is defined as resolution of fever without the use of fever-reducing medications with progressive improvement or resolution of other symptoms. Ideally, isolation should be maintained for this full period to the extent that it is practicable under rapidly changing circumstances.” <https://www.cdc.gov/coronavirus/2019-ncov/community/strategy-discontinue-isolation.html>; <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>
- F. Contact Tracing: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/case-investigation-contact-tracing.pdf>
- G. CDC defines a close contact as “any individual within 6 feet of an infected person for at least 15 minutes of **laboratory-confirmed or probable COVID-19 patients**” <https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html>
- H. CDC states an antibody test is not an indication of a current infection. “An antibody test may not show if you have a current COVID-19 infection because it can take 1–3 weeks after infection for your body to make antibodies. To see if you are currently infected, you need a **viral test**.” <https://www.cdc.gov/coronavirus/2019-ncov/testing/serology-overview.html>