Lamar State College Port Arthur
COVID-19 Quarantine Guidelines[1]
Effective January 1, 2023

Lamar State College Port Arthur has developed quarantine guidelines based upon the Center for Disease Control (CDC) and the Jefferson County Health Department guidelines related to self-quarantine. The COVID-19 Quarantine Guidelines were designed to assist with reporting, self-quarantining, remote work, and returning to campus following exposure to COVID-19 or testing positive for COVID-19.

Effective January 1, 2023 the following guidelines will become effective.

Reporting COVID-19

Students and employees must report a positive COVID-19 status to the health department where they reside. Beginning January 1, 2023, positive COVID-19 cases no longer have to be reported to Lamar State College Port Arthur.

COVID-19 Isolation

Regardless of vaccination status, **you should isolate from others when you have COVID-19**.

You should also isolate **if you are sick and suspect that you have COVID-19 but do not yet have test results.** If your results are positive, follow the full isolation recommendations below. If your results are negative, you can end your isolation. Isolation and Precautions for People with COVID-19 | CDC

Quarantine Guidelines if you test positive for COVID-19:

If you had no symptoms	If you have symptoms
• **Day 0 is the day you were tested** (not the day you received your positive test result) • **Day 1 is the first full day** following the day you were tested If you develop symptoms within 10 days of when you were tested, the **clock restarts at day 0 on the day of symptom.**	• **Day 0 of isolation is the day of symptom onset**, regardless of when you tested positive • **Day 1 is the first full day** after the day your symptoms started

If you test positive for COVID-19, **1) stay home for at least five (5) days, 2) isolate from others in your home and 3) continue to wear a mask for an additional five (5) days.**

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[1] This policy is subject to change as CDC, state and federal guidelines are modified.

Students and Employees Under Quarantine

Students should inform their instructors of their self-quarantine status and timeframe and work with their instructors to determine options for completing assignments while in self-quarantine.

Employees (faculty and staff) must report their self-quarantine status to their supervisor.

Remote Work for Exposed Employees

Employees (staff) who have been exposed to COVID 19 or have minor symptoms of COVID 19.

If your position allows it <u>AND</u> your supervisor agrees to remote work, employees will be allowed to work up to 5 hrs per day (25 hrs per week) remotely. Employees will be required to use 3 hrs per day (15 hrs per week) of their vacation or sick leave to complete their 8 hr work day (40 hr work week). The following guidelines must be followed **<u>prior to</u>** a supervisor's approval of remote work:

- the employee is to outline/list each of the tasks/activities that he/she will be completing remotely,

- indicate how long each task is expected to take, and

- disclose the date(s) that he/she will complete the tasks.

- The *Remote Work Time Sheet* is to then be reviewed by the employee's immediate supervisor so that the supervisor has an accurate understanding of how many hrs, if any, the employee is eligible to work remotely.

Once the supervisor has approved the *Remote Work Time Sheet*, the employee is required to maintain it documenting the actual remote hrs worked. The time sheet should be turned into the employee's supervisor upon return from self-quarantine or when requested.

Employees who are placed on self-quarantine a second time, will not be allowed to work remotely and must use their vacation or sick leave during the self-quarantine. Any exception to this must be approved by the President.

Employees (faculty) who have been exposed to COVID-19 or have minor symptoms of COVID-19

If your position allows it <u>AND</u> your supervisor agrees to remote work, faculty will:

- Continue teaching online classes from home.

- Work with their supervisor to develop a plan to teach face to face classes. The plan may include teaching online and/or guest lecturers.

- Satisfy office hours by working from home.

Remote Work for Symptomatic Employees

Employees (staff) who are symptomatic.

Symptomatic employees <u>must use sick time or vacation time</u> during the time that they are ill and showing symptoms.

- If symptoms improve, your position allows it, <u>AND</u> your supervisor agrees to remote work, you will be allowed to work remotely up to 5 hrs per day (25 hrs per week).

- Employees will be required to use 3 hrs per day (15 hrs per week) of their vacation or sick leave to complete their 8 hr work day (40 hr work week). The following guidelines must be followed prior to a supervisor's approval of remote work;
    - the employee is to outline/list each of the tasks/activities that he/she will be completing remotely,
    - indicate how long each task is expected to take, and
    - disclose the date(s) that he/she will complete the tasks.
    - The Remote Work Time Sheet is to then be reviewed by the employee's immediate supervisor so that the supervisor has an accurate understanding of how many hours, if any, the employee is eligible to work remotely.

Once the supervisor has approved the *Remote Work Form*, the employee is required to maintain it documenting the actual remote hrs worked. The time sheet should be turned into the employee's supervisor upon return from self-quarantine or when requested.

Employees who are placed on self-quarantine a second time, will not be allowed to work remotely and must use their vacation or sick leave during the self-quarantine. Any exception to this must be approved by the President.

Employees (faculty) who are symptomatic.

Symptomatic faculty <u>must take sick time</u> during the time that they are ill and showing symptoms.

If symptoms improve, your position allows it, <u>AND</u> your supervisor agrees to remote work, faculty will:

- Continue teaching online classes from home.

- Work with their supervisor to develop a plan to teach face to face classes. The plan may include teaching online and/or guest lecturers.

- Satisfy office hours by working from home.

Ineligible Conditions for Remote Work

- If your position does NOT allow remote work or your supervisor does not approve remote work, you will be required to take vacation or sick leave.

- Employees who are caring for someone who has been exposed to, has symptoms of, or tested positive for COVID-19 will be required to take vacation or sick leave.

- Employees who have school age children at home without a child care provider will be required to take vacation or sick leave.

Returning to Campus

LSCPA faculty, staff, and students may return to campus when *all three of the following criteria are met*:

1. at least 5 days have passed since they were exposed, their first symptoms appeared or the date the specimen was collected for their test;

2. fever-free for 24 hrs (without the use of fever reducing medications); and

3. symptoms have significantly improved.

> **Questions?**
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> **COVID 19 Coordinator**
>
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Self-quarantined faculty, staff, or students will be allowed to return to campus after 5 days of quarantine if they have had no symptoms and receive one negative COVID-19 test result on day 5 after an exposure.

Remote Work Time Sheet

Employee Name: _____

Department: _____

Pay Period (Month): _____

Activity Completed	Date	Time Started	Time Completed	Total Hrs Worked

I hereby certify all time reported above is accurate and correct.

Employee Signature: _____   Date:_____

By the signature below, I certify this time sheet is a true statement of the time worked by this employee and the hrs listed represent the remote work authorized.

Supervisor Signature: _____   Date:_____

Print Supervisor Name: _____