

Lamar State College Port Arthur

Self-Quarantine Guidelines

Effective January 1, 2021

Lamar State College Port Arthur adheres to the Center for Disease Control (CDC) and the Jefferson County Health Department guidelines related to self-quarantine. Therefore, it is necessary to place a 10-day self-quarantine (isolation from others) restriction on students, faculty, and staff who have symptoms, tested positive or have been exposed to COVID 19. During the quarantine, physical access to College campus or its activities is prohibited.

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

General Self-Quarantine Guidelines

- Stay home (or at another location approved by your local health department). This means that you are not to go to school, work, public areas, or attend large gatherings. If you need medical care, call your health care provider.
- Postpone all non-essential medical appointments until you are out of self-quarantine.
- Separate yourself from other people and animals in your home.
- If you develop symptoms (as described below), or if your symptoms worsen then call your health care provider BEFORE seeking in-person care.
- Postpone any travel. If travel is absolutely necessary, you need to coordinate with your local health department. If you travel and become ill, you may not be able to return home.
- Wash your hands often, practice good hygiene, and social distancing from family members in the same household.

You should follow the following **self-monitoring guidelines and use the daily self-assessment tools identified by the CDC:**

- Take your temperature with a thermometer two times a day and monitor for fever.
- Watch for cough or trouble breathing.
- Stay home and avoid contact with others. Do not go to work or school for this 10-day period.
- Employees should discuss your work situation with your supervisor before returning to work.
- Students should discuss your situation with their instructor(s) before returning to class.
- Do not take public transportation, taxis, or ride-shares during the time you are practicing social distancing (self-quarantine).
- Avoid crowded places (such as shopping centers, movie theaters) and limit your activities in public.
- Keep your distance from others (at least 6 feet).

Students Under Self-Quarantine

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

Employees Under Self-Quarantine

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

If your position allows it AND 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 **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 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 symptoms of COVID 19

If your position allows it AND 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.

Employees who have tested positive with COVID

Employees (staff) who are asymptomatic. If your position allows it, AND 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 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 a Remote Work Time Sheet 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 (staff) who are symptomatic.

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

- If symptoms improve, your position allows it, AND 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 must take sick time during the time that they are ill and showing symptoms.

If your position allows it **AND** 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 it or if your supervisor disagrees to remote work, you will be required to take vacation or sick leave.
- Employees who are caring for someone who has been exposed to, have symptoms of, or tested positive with 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 will need to notify the college of their intent to return to campus by completing the Request to Return to Campus Following Self-Quarantine Form. Self-quarantined faculty, staff, or students are not allowed back on campus until **all three of the following criteria are met**:

1. at least 10 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.

COVID 19 Coordinator
Shirley MacNeill, MSN, RN
(409) 984-6365
macneisb@lamarpa.edu

Self-quarantined faculty, staff, or students will be allowed to return to campus after 7 days of quarantine if they have had no symptoms and receive two negative COVID 19 test results in a row, taken at least 24 hrs apart. Test results must be forwarded to the COVID Coordinator, Shirley MacNeill.

If a student, faculty, or staff member is under a licensed health care practitioner's care and has a return to work document, LSCPA will comply with the return to work date issued by the licensed health care practitioner.

Before being allowed to return to campus following self-quarantine, all faculty, staff, or students must receive written notice from the COVID Coordinator, Shirley MacNeill, or designee. Anyone under self-quarantine will be provided a Request to Return to Campus Following Self-Quarantine Form. Based on the responses to the questionnaire, the person may be directed to a health care provider before being approved to return to campus.

Remote Work Form

Employee Name: _____

Supervisor Name: _____

Task or activity	Expected length of time to complete	Date(s) to complete

Supervisor Approval: _____ Yes _____ No

Supervisor Signature: _____ Date: _____

Return the completed form to Human Resources to Tammy Riley at
Rileytl@lamarpa.edu

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: _____

Return the completed form to Human Resources to Tammy Riley at
Rileytl@lamarpa.edu