

Lamar State College Port Arthur COVID-19 Quarantine Guidelines

Effective January 3, 2022

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.

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

General 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 5-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).

When to Quarantine

Individuals that are symptomatic:

- All persons who experience [symptoms consistent with COVID-19](#) should [isolate themselves from others](#), be clinically evaluated for COVID-19, and tested for SARS-CoV-2.

Individuals that are fully vaccinated:

Fully vaccinated people who have come into [close contact](#) with someone with COVID-19 should be tested 5-7 days following the date of their exposure and wear a mask indoors in public for 10 days. They should isolate if they test positive.

- Fully vaccinated people who live in a household with someone who is immunosuppressed, at [increased risk of severe disease](#), or unvaccinated could also consider masking at home for 10 days following a known exposure or until they receive a negative test result.



- Fully vaccinated people should monitor for [symptoms of COVID-19](#) for 14 days following an exposure.

If you came into close contact with someone with COVID-19 and you are in one of the following groups, you will not be required to quarantine:

- You are ages 18 or older and have received all [recommended vaccine doses](#), including [boosters](#) and [additional primary shots](#) for some immunocompromised people).
- You are ages 5-17 years and completed the [primary series](#) of COVID-19 vaccines with the recommended Pfizer booster if you are 12-17 years old.
- You had confirmed COVID-19 within the last 90 days (you tested positive using a [viral test](#)).

You are strongly encouraged to wear a [well-fitting mask](#) (per CDC guidance) around others for 10 days from the date of your last close contact with someone with COVID-19.

The CDC recommends you get tested at least 5 days after you last had close contact with someone with COVID-19.

If you test positive or develop COVID-19 symptoms you should follow the General Self-Quarantine Guidelines.

Individuals that are NOT fully vaccinated:

If you come into close contact with someone with COVID-19, you will be required to quarantine for at least 5 full days if you are in one of the following groups:

- You are ages 18 or older and completed the [primary series](#) of recommended vaccine, but have not received a [recommended](#) booster shot when eligible.
- You received the single-dose Johnson & Johnson vaccine (completing the primary series) over 2 months ago and have not received a [recommended](#) booster shot.
- You are not vaccinated or have not completed a [primary vaccine series](#).

People are considered fully vaccinated:

- Completed the primary series of Pfizer or Moderna vaccine within the last six months, or
- 2 weeks after their booster dose in a 2-dose series, such as the Pfizer or Moderna vaccines,
- 2 weeks after a booster-dose of Johnson & Johnson's Janssen vaccine

If you don't meet these requirements, you are NOT fully vaccinated.

Everyone who has presumed (symptoms associated with COVID-19) or confirmed COVID-19 will be required to self-quarantine for at least 5 full days.

Students Under Quarantine

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

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 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 minor 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.

Remote Work for Symptomatic Employees

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 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.

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. Test results must be forwarded to the COVID Coordinator, Shirley MacNeill.

COVID 19 Coordinator

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

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: _____

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: _____