**To protect the health and safety of the TCL community and prevent disease transmission, all members of the TCL community are strongly encouraged to adhere to the SC Department of Health and Environmental Control (DHEC) guidelines for** [**Protecting Yourself & Those Around You (COVID-19)**](https://www.scdhec.gov/index.php/infectious-diseases/viruses/coronavirus-disease-2019-covid-19/protect-yourself-those-around-you-covid-19)**.**

The exposure protocol described in this document is established to ensure a consistent and effective response to potential and actual exposures for the purpose of minimizing the transmission of COVID-19 within the TCL community and is consistent with current guidelines from the South Carolina Department of Health and Environmental Control (DHEC) and the Centers for Disease Control and Prevention (CDC).

This plan covers both employee and student cases. The case managing department (CMD) for employees is Human Resource Management (HRM) and the CMD for students is primary contact Rodney Adams, AVP or, secondary contact Allison Canning, AVP Student Services Management (SSM)

**CONTACT INFORMATION**

Employee Cases Sharon O’Neal – HRM **843-525-8248/CELL 478-232-0787**

Student Cases Rodney Adams – SSM (PRIMARY) **843-525-8219/CELL 843-790-3303**

Allison Canning – SSM (SECONDARY) **843-525-8210/CELL 805-698-5997**

1. DHEC DEFINITIONS

**Close Contact -** Close contact is defined as being within 6 feet of someone who tested positive for COVID-19 for at least several minutes (usually about 10 minutes).

**Quarantine -** Quarantine is used to separate people who are close contacts of someone with a contagious disease, like COVID-19, from others for a period of time to see if they become sick.  This is a method to prevent the spread of disease.  When someone is quarantining, they should stay home and avoid contact with other people until the quarantine period is over. This includes people in their household as much as it is possible.

For COVID-19, the quarantine period is 14 days from the time of last exposure to the person with COVID-19.  For those who live in the same house as someone who has COVID-19, they should continue to quarantine until seven (7) days after the date the person with COVID-19 is told they no longer need to practice isolation.

**Isolation -** Similar to quarantine, isolation is recommended for those who are sick with symptoms of COVID-19 and have tested positive or are waiting on the results of a test. As with quarantine, they must remain at home or the place they were told to isolate and avoid contact with other people until their isolation period is over. This includes those in their household as much as possible.

Generally, the isolation period for COVID-19 continues until each of these conditions is met:

* Your respiratory symptoms (such as cough and shortness of breath) are better - AND –
* At least 10 days have passed since your illness onset – AND –
* You have had no fever for at least 24 hours and have not used fever-reducing medication during that time.

People should talk with their doctor about how long they should plan to isolate. In certain situations, some may be required to be retested before ending isolation.

**Social Distancing –** Social Distancingmeans staying home as much as possible, staying at least 6 feet away from other people while in public, and avoiding gatherings with many people present. Recent studies indicate that people who are infected but do not have symptoms may also play a role in the spread of COVID-19. Everyone should wash their hands frequently, for at least 20 seconds, especially after you have been in a public place, or after blowing your nose, coughing or sneezing.  These are the best ways to protect yourself and our communities from the spread of COVID-19.  Brief close contact (being within 6 feet for a short time) is not sufficient to spread the virus.

1. NOTIFICATION

The appropriate CMD shall be immediately notified when an individual:

**(1) displays** [**symptoms**](https://www.scdhec.gov/infectious-diseases/viruses/coronavirus-disease-2019-covid-19/symptoms-covid-19) **of COVID-19**

**(2) tests positive for COVID-19**

**(3) has had “close contact” with someone who is COVID-19 positive**

**(4) has concerns about their COVID-19 status**

1. **CONFIDENTIALITY**

**Information regarding an impacted individual’s status, specifically as it relates to COVID-19, shall not be shared with anyone outside of the CMD beyond the extent necessary to adequately manage the case, to ensure strict confidentiality as required by federal and state law.**

1. RESPONSIBILITY

The CMD is responsible for (1) collaborating with the other CMD when appropriate (2) collaborating with DHEC when practical and as appropriate (3) coordinating the disinfecting of the impacted work, student, and common spaces (4) identifying and communicating with “close contacts” (if applicable) (5) establishing a return to campus date and (6) performing any other related actions that each unique situation might dictate.

1. COVID-19 STATUS
2. **SYMPTOMATIC INDIVIDUAL**
3. An individual who is showing [symptoms](https://www.cdc.gov/coronavirus/2019-ncov/about/symptoms.html) of COVID-19 must make **immediate** notification in a manner that maintains social distancing and avoids close contact with others.
4. Employee – Employees are to notify their supervisor and also contact Human Resource Management (HRM) at 843-525-8248 (office) or 478-232-0787 (cell).
5. Student – Students are to notify Student Services Management (SSM) Primary Contact at 843-525-8210 (office) or 803-790-3303 (cell) or Secondary Contact at 843-525-8210 or 805-698-5997 (cell)
6. If the individual is on campus, the individual will be directed to leave campus immediately and encouraged to put on a cloth face covering (if not already wearing one) and to leave it on until the individual arrives home. The faculty or staff member will immediately close and isolate the area. If the individual is not on campus at the onset of symptoms, the individual is NOT to report to campus until notified by the CMD in writing when he/she can report to campus.
7. The CMD will contact the Facilities Director to request a thorough deep cleaning/disinfecting of the impacted campus spaces, without providing any information regarding the individual. The CMD and Facilities Director will also discuss surface contact for further protocol.
8. Employee - HRM will communicate with the symptomatic employee regarding available leave options (if applicable). A memorandum will be forwarded to the employee that provides (1) the date the employee may report/return to work on campus in accordance with DHEC/CDC guidelines and (2) instructions to notify HRM if the employee receives a positive COVID-19 test and/or if symptoms have continued and the employee is unable to report/return to work on the anticipated return-to-work date. HRM will only notify the employee’s immediate supervisor of the employee’s anticipated return-to-work date. Details regarding the employee’s COVID-19 status will not be provided. Updates to the anticipated return-to-work date will be communicated, when applicable.
9. Student – SSM will communicate with the symptomatic student regarding academic accommodations (if applicable). A memorandum will be forwarded to the student that provides (1) the date the student may report/return to campus in accordance with DHEC/CDC guidelines and (2) instructions to notify SSM if the student receives a positive COVID-19 test and/or if symptoms have continued and the student is unable to report/return to campus on the anticipated return-to-campus date. SSM will only notify the student’s faculty of the student’s anticipated return-to-campus date. Updates to the anticipated return to campus date will be communicated when applicable.
10. **COVID-19 POSITIVE INDIVIDUAL**
11. An individual who tests positive for COVID-19 will be required to immediately notify the CMD; and the individual will be instructed NOT to report to campus. If the individual is on campus, the individual will be directed to leave campus immediately and encouraged to put on a cloth face covering (if not already wearing one) and to leave it on until the individual arrives home.
12. The CMD will contact the Facilities Division to request a thorough deep cleaning/disinfecting of the impacted campus spaces, without providing any information regarding the individual.
13. Employee – HRM will communicate with the infected employee to identify “close contacts” and to discuss available leave options (if necessary). A memorandum will be forwarded to the employee that provides (1) the date the employee may return to work on campus (in accordance with DHEC/CDC guidelines) and (2) a request to immediately notify HRM if symptoms have continued and the employee is unable to return to work on the anticipated return-to-work date. HRM will only notify the employee’s immediate supervisor of the employee’s anticipated return- to-work date. Updates to the anticipated return-to-work date will also be communicated, if applicable.
14. Student – SSM will communicate with the infected student to identify “close contacts” and to discuss academic accommodations (if applicable). A memorandum will be forwarded to the student that provides (1) the date the student may return to campus in accordance with DHEC/CDC guidelines and (2) a request to notify SSM if symptoms have continued and the student is unable to return to campus on the anticipated return-to-campus date. SSM will only notify the student’s faculty of the student’s anticipated return-to-campus date. Updates to the anticipated return-to-campus date will also be communicated, if applicable.
15. A negative COVID-19 test is NOT required for an individual to return to campus, even if the individual was previously confirmed to have COVID-19.
16. **INDIVIDUALS IDENTIFIED AS “CLOSE CONTACTS” WITH COVID-19 POSITIVE PERSON**
17. The CMD will ensure that notification is made in writing to all those who have been identified as “close contacts” (within 6ft for ten minutes or more of infected person) regarding the potential exposure(s) on campus. This requires coordination between CMDs. HRM will make notification to employees and SSM will notify students. A COVID-19 positive employee or student may identify close contacts who are faculty/staff and/or students of TCL. SSM must notify HRM of the faculty/staff close contacts so that HRM can send the written communication. HRM must notify SSM of the student close contacts so that SSM can send the written communication.
18. Employee – If the “close contact” employee has reported to campus, he/she will be directed to leave campus immediately by the employee’s immediate supervisor or HRM. A memorandum will be forwarded to the “close contact” to provide (1) the date the “close contact” employee may report to work on campus (in accordance with DHEC/CDC guidelines) and (2) a request to immediately notify HRM if the employee develops COVID-19 symptoms, receives a subsequent positive COVID-19 test result, and/or the anticipated return-to-work date needs to be updated.

HRM will only notify the employee’s immediate supervisor of the employee’s anticipated return- to-work date. Updates to the anticipated return-to-work date will be also be communicated, if applicable.

1. Student - If the “close contact” student has reported to campus, he/she will be directed to leave campus immediately by SSM. A memorandum will be forwarded to the “close contact” student to provide (1) the date the “close contact” student may return-to-campus (in accordance with DHEC/CDC guidelines) and (2) a request to immediately notify SSM if the student develops COVID-19 symptoms, receives a subsequent positive COVID-19 test result, and/or the anticipated return-to-campus date needs to be updated.

SSM will only notify the student’s faculty of the student’s return-to-campus date. Updates to the anticipated return-to-campus date will also be communicated, if applicable.

1. The CMD will contact the Facilities Director to request a thorough deep cleaning/disinfecting of the impacted campus spaces, without providing any information regarding the individual.
2. An infected individual who has been confirmed to have COVID-19 will not be required to have a negative COVID-19 test before returning to campus but must not return to campus until cleared by the appropriate CMD.