

Northwest College
COVID-19 Prevention Acknowledgement & Employee Health Screening
Effective: August 19, 2020 (Revised 12/2/2020)



Each day before beginning work, all employees are asked to agree to the COVID-19 Prevention Acknowledgement and to review and complete the Employee Health Screening.

COVID-19 PREVENTION ACKNOWLEDGMENT

In the interest of public safety, it is the responsibility for each employee to follow the [CDC prevention protocols](#) for prevention of the spread of COVID-19. Employees should routinely practice good hand hygiene, maintain a distance of 6 feet from other people, cover mouth and nose with a cloth face covering/face mask, cover coughs and sneezes, and clean and disinfect surfaces and working spaces appropriately.

I acknowledge that I understand and will follow these protocols and the directives provided.

EMPLOYEE HEALTH SCREENING

1. Are you planning to work on campus or remotely today?
Remote work _____ On campus _____

2. Do you currently have any of the following symptoms (particularly fever):
Fever (100.4F or higher), chills, cough, shortness of breath or difficulty breathing, or new onset of muscle or body aches, fatigue, or loss of taste or smell, headache, sore throat, congestion/runny nose, nausea or vomiting, diarrhea
Yes _____ No _____

If yes: Call COVID-19 hotline (307.754.1242) and follow “Next Steps” listed below.
If no: Continue to Question #3.

3. Have you been unprotected without a face covering/mask AND had close contact with anyone who has tested positive to COVID-19 within the last 14 calendar days?

Close Contact: *The CDC states that a close contact is “Someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period* starting 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.”*

***Individual exposures added together over a 24-hour period (e.g., three 5-minute exposures for a total of 15 minutes).**

- I did not have a face covering/mask on and I was in close contact with someone who has tested positive to COVID-19: Call COVID-19 hotline (307.754.1242) and follow “Next Steps” below.
- I did have a face covering/mask on and I was in close contact with someone who has tested positive to COVID-19: Continue plans to work remotely or on campus.

- I did not have a face covering/mask on but I was not in close contact with someone who has tested positive to COVID-19: Continue plans to work remotely or on campus.
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NEXT STEPS (For Employees that were directed to “Next Steps” above)

1. If working remotely, remain at home. If planning to work on campus/on-site, do not come in.
2. Contact your supervisor to let them know that the Employee Health Screening has indicated that you should not come to campus/work on-site.
3. Call Powell Valley Healthcare COVID-19 hotline at 307.754.1242 to discuss your answers to the Employee Health Screening and their recommendations for your next steps:
 - If you have been told that you can return to work, contact your supervisor to let them know of your status. (No Certification needed.)
 - If you have been told you cannot return to work on campus/on-site or that you should be tested for COVID-19, contact Northwest College Human Resources (HR) at 307.754.6401 (Jill) or 307.754.6107 (Tracy). Reasonable accommodations may be available for you if you cannot work on campus/on-site due to medically related COVID-19 concerns.
4. Contact your supervisor to discuss your individual work assignment, options to telework, and/or coverage if needed.
5. If you test **positive** for COVID-19 **AND** if you had **Close Contact** (see #3 Close Contact definition under Employee Health Screening above) with an employee, student, or volunteer, contact HR (Jill - 307.754.6401 or Tracy - 307.754.6107) and provide HR with the names of the employee, student, and/or volunteer with whom you had close contact. HR will follow Park County Health Department’s directive (11/11/2020) to provide these individuals with the “What to do if you are exposed to COVID-19” information from the WY Department of Health (<https://health.wyo.gov/wp-content/uploads/2020/11/What-to-do-if-you-were-exposed-to-someone-with-COVID-19-11520.pdf>) and “When to start and end quarantine” information (<https://health.wyo.gov/wp-content/uploads/2020/11/When-to-start-and-end-quarantine-COVID10-11520.pdf>)

PLEASE NOTE: Employees are expected to follow the COVID-19 Hotline personnel, Park County Public Health Department, or qualified medical professional’s directives that may include self-quarantine for exposed individuals or isolation for COVID positive individuals. If you are unable to get a test or you choose not to follow the recommendation to be COVID tested, you will be considered positive and will need to follow the “Return to Work” requirements in #4 below.

RETURN TO WORK STEPS

1. If you tested positive for COVID-19, you may return to work when ALL of the following conditions are met:
 - Your answers on the Employee Health Screening form indicate that you can return to work
 - You have completed your isolation period
 - You have provided HR with your isolation letter from the Wyoming Department of Health releasing you to return to work
 - You have provided HR with the Employee Certification via email
2. If you have symptoms and/or tested negative for COVID-19 and have been directed to stay home, you may return to work when ALL of the following conditions are met:
 - Your symptoms have improved

- You have had no fever without using fever-reducing medications/antipyretics for at least 72 hours
 - Your medical provider has released you to return to work
 - Your answers on the Employee Health Screening form indicate that you can return to work
 - You have provided HR with Employee Certification via email
3. If you have had unprotected close contact with an individual with COVID-19 and been directed to quarantine*, you may return to work when ALL of the following conditions are met:
- Your answers on the Employee Health Screening form indicate that you can return to work
 - You have completed the recommended quarantine period for your situation*
 - You have provided HR with the Employee Certification via email
4. If you were unable to get a test or refused to be tested and have self-quarantined*, you may return to work when ALL of the following conditions are met:
- Your answers on the Employee Health Screening form indicate that you can return to work
 - You have completed the recommended quarantine period for your situation*
 - You have provided HR with the Employee Certification via email

*Recommended quarantine periods per CDC guidelines (effective: 12/2/2020)

If you **have** COVID-19 symptoms, you must quarantine for 14 days from the date of your last close contact OR

If you **have no** COVID-19 symptoms during quarantine, you can be released as follows:

Without testing - Quarantine can end after Day 10 if no COVID-19 symptoms are reported during daily monitoring OR

With testing – Quarantine can end after Day 7 if you test negative within 48 hours of release (i.e. you can be tested no earlier than Day 5 for release after Day 7) and if no COVID-19 symptoms are reported during daily monitoring

NOTE: Regardless of your release date (after Day 7 or after Day 10), you must continue wearing your face covering/mask and be COVID-19 symptom free according to your daily health screening through Day 14. If any COVID-19 symptoms listed on your daily health screening develop, you are required to self-isolate immediately. Call Powell Valley Healthcare COVID-19 hotline at 307.754.1242 to discuss your answers to the daily health screening and their recommendations for your next steps.

EMPLOYEE CERTIFICATION (via email): Certifies Employee May Return to Work Following Self-Quarantine or Isolation: *“I certify that I have followed directives from a qualified medical provider and/or NWC HR, I have completed those directives, I have completed my recommended quarantine or isolation period, and I may safely return to work. I will continue to wear a face covering/mask as required and perform my daily health screening. I understand that I have the responsibility to immediately notify my supervisor and NWC HR should my situation change.”*

CONTACT INFORMATION:

COVID-19 Hotline, Powell Valley Healthcare: 307.754.1242

Park County Public Health Department: 307.754.8870 or 307.524.8570

Jill Anderson, Human Resources Director: 307.754.6401, jill.anderson@nwc.edu

Tracy Gasaway, Payroll & Benefits Specialist: 307.754.6107, tracy.gasaway@nwc.edu

ADDITIONAL INFORMATION:

NWC's COVID-19 webpage:

<https://nwc.edu/a/employee-information-covid-19-symptoms-and-not-working-06-2020>

Center for Disease Control (CDC) information:

CDC's [COVID-19 Symptoms](#)

CDC's [If you are sick with COVID-19 or think you might have COVID-19](#)

CDC's [contact tracing model](#)