

**Zane State College's
Fall Semester 2020 Start-Up FAQs**

Last Updated 8.4.20

Are face coverings required on campus?

Yes.

Students are required to wear face masks at all times when on campus. When social distancing is not possible while outdoors, coverings are also required. The use of hand sanitizers and frequent hand washing is encouraged. *If an employee or student is discovering that their face covering is impeding their ability to work or learn, please contact:*

- *If you are a student: Dr. Elizabeth Kline at ekline@zanestate.edu*
- *If you are an employee: Office of Human Resources at 740.588.1236*

What is the process when a student or employee is experiencing COVID-19-like symptoms or has been exposed to someone with the COVID-19 virus?

Employees

Procedure:

1. If an employee presents to the workplace or is working and appears/reports to be ill with symptoms of COVID-19 as defined below, they must be directed to do the following:
 - 1.1. The employee must leave the facility immediately and be directed to return to their home.
 - 1.2. The employee must be directed to contact OEHS/Genesis Health Systems as soon as possible at (740) 454-4010.
 - 1.3. The supervisor must contact the Office of Human Resources or OEHS to communicate that an employee has been sent home for COVID-19-like symptoms.
 - 1.4. The Office of Human Resources or the supervisor needs to be prepared to provide OEHS with the employee name and a valid phone number where the employee can be contacted.
2. An OEHS registered nurse will provide a telephone interview with the employee to determine where the employee needs evaluated.
3. After an evaluation, the employee and the Office of Human Resources will be advised by OEHS as to whether the employee will be restricted from work or provided a date that the employee is approved to return to work.
4. Return to Work: Employees who have been restricted from work, for any period related to this policy, will be expected to participate with OEHS in a return to work assessment. If approved for return to work, the employee and employer will be given a written confirmation of the specific return to work date.

Reference: Center for Disease Control and Prevention

Students

Procedure:

1. If a student presents to the College or is at the College and appears/reports to be ill with symptoms of COVID-19 as defined above, they must be directed to do the following:

- 1.1. The student must leave the facility immediately and be directed to return to their home.
- 1.2. The student must be directed to contact their Instructor
- 1.3. The Instructor must contact the Office of Human Resources to communicate that a student has been sent home for COVID-19-like symptoms.

If a student sees their Primary Care Physician (PCP) or a COVID-19 Telehealth service, they need:

- A negative COVID-19 test; or
- Proof of an alternate diagnosis from PCP/telehealth

All students should be encouraged to see PCP/Telehealth.

If the student has respiratory symptoms and THERE IS NOT A COVID-19 POSITIVE person in the household, they can return to campus when:

- Fever free for 72 hours, and
- Improving respiratory symptoms for 72 hours

If the student has respiratory symptoms and THERE IS A COVID-19 POSITIVE person in the household, assume that the student is also positive, they can return to campus when:

- Fever free for 24 hours, and
- Improving symptoms for 24 hours, and
- At least 10 days have passed since the ONSET of symptoms

If the student IS TESTED TO BE COVID-19 POSITIVE, they can return to campus when:

- Fever free for 24 hours, and
- Improving symptoms for 24 hours, and
- At least 10 days have passed since the ONSET of symptoms
- **A letter will be sent from ZMCHD placing them in isolation and releasing them from isolation**

1.4. The Office of Human Resources will provide the ZMCHD with the student's name, address, and a valid phone number where the student can be contacted.

2. A ZMCHD employee will conduct a telephone interview with the student to determine who the student has been in contact with beginning 48 hours prior to symptom onset.

2.1 ZMCHD employee will begin contact tracing with information gathered from the student and the College. **If the student HAS NO RESPIRATORY SYMPTOMS but lives in a household with or has been exposed to (determined through contact tracing) a COVID-19 POSITIVE person, the student is a primary contact and must quarantine at home for 14 days from the last day of exposure.**

- A letter will be sent from ZMCHD placing them in quarantine and releasing them from quarantine.

3. Return to campus: Students, who have been restricted from campus, for any period related to this policy, will be expected to participate with ZMCHD in a return to campus assessment. If approved for return to campus, the student will provide to the College written confirmation of the specific return to campus date. This will be a copy of the isolation or quarantine release letter received from ZMCHD.

References: Zanesville-Muskingum County Health Department (ZMCHD); Center for Disease Control and Prevention

- **Symptoms of COVID-19:**
 - Fever 100.4 or greater (Fever can be measured or subjective)
 - Cough worsening from baseline or new
 - Shortness of breath worsening from baseline or new
 - Chills/shaking or new
 - Sore throat worsening from baseline or new
 - Muscle aches/headache
 - Loss of taste or smell
- **Close Contact:**
 - a) being within approximately 6 feet (2 meters), of a person with known or suspected COVID-19 for more than ten minutes; or
 - b) having unprotected direct contact with an individual who is COVID-19 positive (e.g., being coughed on, touching used tissues with a bare hand)

What are the Instructors/Professors to do, in the classroom, to help support the processes identified in the question above?

- Faculty will take attendance at each class session (faculty are expected to identify students attending in-person courses for contact tracing) and assign seats when practical (to ease and assure tracing and to minimize the quarantining of an entire class);
- For lab sections that have greater flexibility in the students' ability to 'come-and-go' into the lab, faculty will require a sign-in/sign out sheet with date and time;
- Faculty will assure all students clean their workspace before the start of class; and
- Faculty will assure students are compliant of the face mask requirement.

How can supervisors of student employees help with this matter?

College employees who supervise/employ students should keep a ‘tight’ schedule (knowing when the student arrives and leaves, what the student is doing, who the student is coming in contact with, and where the student is ‘travelling’ to the extent possible).

Should students at the College’s clinical sites wear face coverings, and what do they do about reporting exposure?

Students should follow the rules of the site facility regarding face coverings. If exposed, students should self-report to the county Health Department, where the facility is located or assure the clinical site makes the report, as well as their Zane State College instructor.

Will the College provide cleaning supplies for use between official cleanings?

Yes. Disinfectant wipes will be available for wiping down commonly used areas, such as keyboards.

- #19 Non-acid cleaner will be available for use and can and will be wiped over all surfaces including chairs, door handles, etc.; and
- The College’s custodial/cleaning vendor will be conducting daily cleanings of all required equipment and surfaces.

How can I find out more detailed information about the College’s sanitization processes?

Please contact the College’s Facilities Management team at facilities@zanestate.edu.

Will there be flexibility given to students who cannot attend class due to COVID-19 related reasons?

Yes. Students are encouraged to work with their respective instructors/professors.

What requirements are there for employees and students who travel outside the state of Ohio?

On July 24, 2020, Governor DeWine announced a travel advisory for all individuals coming into Ohio from states reporting positive COVID-19 testing rates of 15 percent or higher. The self-quarantine recommendation applies to those who live in Ohio and to people who are traveling into Ohio from any of these states. [Please click here for the latest information available.](#)

Are there resources available for students who are experiencing mental or emotional health issues?

Yes. For assistance, contact Counselor Heather Merry in Student Services at hmerry@zanestate.edu.

What are the new operations guidelines for Edie’s Café?

A socially distanced café and dining room layout will be in place for fall semester.

For additional information, please visit zanestate.edu/info.