

**Walsh University**  
**EMPLOYEE COVID-19 GUIDELINES**

SITUATION	ACTION PLAN
<p><b>Employee with Confirmed COVID Case</b></p>	<p><b>Employee Action:</b></p> <ul style="list-style-type: none"> <li>• Leave the University immediately, notify your supervisor, and expect a call from a member of the HR team.</li> </ul> <p><b>Walsh Action:</b></p> <ul style="list-style-type: none"> <li>• A member of the HR team will gather information from employee to learn whom they have been in close contact with (within 6 feet for a cumulative of 15 minutes in a 24-hour time period).</li> <li>• The HR Team will devise plan for contacting all exposed members of Cav Nation as soon as possible and facilitate supports for employee., as well as contact Facilities staff to ensure infected areas will be disinfected. The employee is responsible for notifying non-Walsh close contacts.</li> </ul> <p><b>Plan for Return:</b></p> <ul style="list-style-type: none"> <li>• Employee may return to campus once the person has been declared safe to return based on health authority and CDC guidelines. <ul style="list-style-type: none"> <li>➤ At least 10 days have passed since symptoms first appeared; <u>AND</u>,</li> <li>➤ At least 24 hours have passed since recovery - defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath).</li> <li>➤ If asymptomatic, employee will isolate for 10 days from the date of the test. An asymptomatic employee who has tested positive may be released from isolation in less than 10 days if the employee received two negative PCR test results which are collected more than 24 hours apart.</li> <li>➤ Written approval to return from HR Team will be required prior to your return.</li> </ul> </li> </ul>
<p><b>Employee has Symptoms of COVID-19</b></p> <p>Symptoms include, but not limited to:</p> <ul style="list-style-type: none"> <li>• Fever or chills</li> <li>• Loss of smell or taste</li> <li>• New Cough</li> <li>• Difficulty breathing</li> <li>• Muscle or body aches</li> <li>• Sore throat</li> <li>• Headache</li> <li>• Nausea, vomiting, or diarrhea</li> <li>• Congestion or runny nose</li> </ul> <p><i>*Risk of symptoms will be assessed by HR Team to determine next steps.</i></p>	<p><b>Employee Action:</b></p> <ul style="list-style-type: none"> <li>• Leave the University immediately, notify your supervisor, and expect a call from a member of the HR team.</li> <li>• Vaccinated employees with symptoms must follow this procedure.</li> </ul> <p><b>Walsh Action:</b></p> <ul style="list-style-type: none"> <li>• A member of the HR team will gather information from employee to learn whom they have been in close contact with (within 6 feet for a cumulative of 15 minutes in a 24-hour time period).</li> <li>• The HR Team will devise plan for contacting all exposed members of Cav Nation as soon as possible and facilitate supports for employee, as well as contact Facilities staff to ensure infected areas will be disinfected. The employee is responsible for notifying non-Walsh close contacts.</li> </ul> <p><b>Plan for Return:</b></p> <ul style="list-style-type: none"> <li>• Employee may return to campus once the person has been declared safe to return based on health authority and CDC guidelines. <ul style="list-style-type: none"> <li>➤ At least 10 days have passed since symptoms first appeared; <u>AND</u>,</li> <li>➤ At least 24 hours have passed since recovery - defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath).</li> <li>➤ Employee must receive written approval from HR Team prior to return.</li> </ul> <p style="text-align: center;">OR</p> <li>➤ Student may return to campus sooner if they seek medical attention and can provide documentation of a negative test AND an alternative diagnosis. Written approval to return from HR Team will be required prior to return.</li> </li></ul>
<p><b>Employee with Close Contact to Person with Confirmed COVID Case</b></p> <ul style="list-style-type: none"> <li>• Within 6 ft. for a cumulative 15 minutes or more within a 24-hour time period</li> </ul>	<p><b>Employee Action:</b></p> <ul style="list-style-type: none"> <li>• Leave the University immediately, notify your supervisor, and expect a call from a member of the HR team.</li> </ul> <p><b>Walsh Action:</b></p>

<ul style="list-style-type: none"> <li>NOT passing in the hall, restroom, or common area</li> </ul>	<ul style="list-style-type: none"> <li>The Response Team will facilitate supports for student, faculty, etc., as well as contact Facilities staff to ensure infected areas will be disinfected. The employee is responsible for notifying non-Walsh close contacts.</li> </ul> <p><b>Plan for Return:</b></p> <ul style="list-style-type: none"> <li>Employee must complete 10 days of quarantine and remain symptom-free.</li> <li>Employee will be required to symptom monitor for 4 days and remain symptom free upon return.</li> <li>Employee must notify HR if symptoms develop. If symptoms develop, employee will follow the “Employee with Symptoms of COVID” protocol.</li> <li>Employee must receive written approval from HR Team prior to return.</li> </ul>
<p><b>Employee with Close Contact to Person with High Risk COVID Symptom(s)</b></p> <p>High risk symptoms include:</p> <ul style="list-style-type: none"> <li>Loss of smell or taste</li> <li>New cough</li> <li>Difficulty breathing</li> </ul>	<p><b>Employee Action:</b></p> <ul style="list-style-type: none"> <li>Leave the University immediately, notify your supervisor, and expect a call from a member of the HR team.</li> </ul> <p><b>Walsh Action:</b></p> <ul style="list-style-type: none"> <li>The Response Team will facilitate supports for employee, as well as contact Facilities staff to ensure infected areas will be disinfected.</li> </ul> <p><b>Plan for Return:</b></p> <ul style="list-style-type: none"> <li>Employee must complete 10 days of quarantine and remain symptom-free.</li> <li>Employee must notify HR Team if symptoms develop. If symptoms develop, employee will follow the “Employee with Symptoms of COVID” protocol.</li> <li>Employee must receive written approval from HR Team prior to return.</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>Employee may return to campus sooner if the close contact with COVID-specific symptoms provides documentation of a negative test AND clearance from a physician. Written approval to return from HR Team will be required prior to return.</li> </ul>
<p><b>Employee with Close Contact to Person with Low-Risk Symptoms</b></p> <p>Low risk symptoms include, but not limited to:</p> <ul style="list-style-type: none"> <li>Fever</li> <li>Muscle and body aches</li> <li>Congestion</li> <li>Sore throat</li> <li>Headache</li> <li>Nausea, vomiting, or diarrhea</li> </ul>	<p><b>Employee Action:</b></p> <ul style="list-style-type: none"> <li>Practice social distancing, good hygiene, and watch for symptoms.</li> <li>If person with symptoms is confirmed positive, follow protocol for “Employee with Close Contact to Person with Confirmed Case,” which includes quarantine.</li> <li>HR Team will assess risk based on the number and type of symptoms. If necessary, employee will be advised to follow protocol of “Close Contact to Person with High Risk COVID Symptoms” in this document.</li> </ul>
<p><b>Employee with Non-Close Contact to Person with Confirmed COVID Case</b></p> <ul style="list-style-type: none"> <li>Outside of 6 ft or within 6 ft briefly (less than a cumulative of 15 minutes in a 24 hour period)</li> </ul>	<p><b>Employee Action:</b></p> <ul style="list-style-type: none"> <li>Practice physical distancing, good hygiene, and watch for symptoms.</li> <li>Inform your supervisor if you have a status change.</li> </ul>
<p><b>Employee with Close Contact to a Person Exposed to COVID-19</b></p> <ul style="list-style-type: none"> <li>The individual has been around someone who was identified as a close contact of a COVID positive person</li> </ul>	<p><b>Employee Action:</b></p> <p>Practice social distancing, good hygiene, and watch for symptoms.</p> <p>Inform your supervisor if there is a status change for your close contact who was potentially exposed (person develops symptoms or tests positive).</p>
<p><b>Vaccinated Employee Exposed to COVID-19</b></p>	<p>Per guidance provided by the Center for Disease Control and Stark County Health Department, individuals having received their second dose of the COVID19 vaccination are not required to quarantine if the following criteria are met:</p> <ul style="list-style-type: none"> <li>they are asymptomatic</li> <li>it has been 2 weeks since receiving the second dose of the Pfizer or Moderna vaccine</li> <li>It has been 2 weeks since receiving the Johnson &amp; Johnson vaccine</li> </ul> <p><b>Employee Action:</b></p>

- Leave the University immediately, notify your supervisor, and expect a call from a member of the HR team.
- Employees who meet the above criteria will be directed to quarantine until proof of receipt of the second dose of vaccine can be provided and confirmed by the COVID-19 Community Health & Response Team.
- Any employee who has received the second dose of the vaccine but does not meet the above criteria will need to quarantine and follow protocol in this document for “Employee with Close Contact to Confirmed Positive Case.”

### OTHER SPECIAL CONSIDERATIONS

SITUATION	ACTION PLAN
<p><b>You are High Risk</b> Either you or someone living with you is at high risk for contracting COVID and you have concerns about being on campus</p>	Inform your supervisor or HR, and expect an interactive process with the University to determine if reasonable accommodations can be made which may provide sufficient protection and employee safety.
<p><b>You have child care constraints that you are unable to manage through independently</b></p>	Inform your supervisor or HR, and expect an interactive process with the University to determine if reasonable accommodations can be made to support you for a designated period of time.
<p><b>You are planning travel to a state with recommended restrictions upon return</b></p>	<p>Share your plans with your supervisor and HR <b>prior to the trip.</b></p> <p>Upon return, follow CDC and state mandated guidelines (i.e., self-quarantine for 14 days after returning home if not fully vaccinated).</p>
<p><b>You are unable to wear a mask for a medical reason</b></p>	We all must wear masks on campus. If there is a medical reason that you are unable to do so, you will be asked for medical documentation supporting the request. Once medical documentation is received, expect an interactive process with the University to identify reasonable accommodations which may provide sufficient protection of employee and campus safety.