

FAQ for Employees of Shenandoah University Interim Guidance to be Updated As Needed

Definitions

Isolation and quarantine help protect the public by preventing exposure to people who have or may have a contagious disease. [CDC Definition](#)

- Isolation separates sick people with a contagious disease from people who are not sick.
- Quarantine separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.

Close contact: Someone who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to specimen collection) until the time the patient is isolated. [CDC Definition](#)

General guidance can be found here: [CDC Guidance](#)

Summary of COVID-19 Specific Practices

- Contact tracing will be conducted for [close contacts](#) (see definition above) of laboratory-confirmed or probable COVID-19 patients.
- Remote communications for the purposes of case investigation and contact tracing should be prioritized; in-person communication may be considered only after remote options have been exhausted.
- Testing is recommended for all close contacts of confirmed or probable COVID-19 patients.
- Those contacts who test positive (symptomatic or asymptomatic) should be [managed as a confirmed COVID-19 case](#).
- Asymptomatic contacts testing negative should self-quarantine for 14 days from their last exposure (i.e., close encounter with confirmed or probable COVID-19 case).
- If testing is not available, symptomatic close contacts should self-isolate and be [managed as a probable COVID-19 case](#).
- If testing is not available, asymptomatic close contacts should self-quarantine and be monitored for 14 days after their last exposure, with linkage to clinical care for those who develop symptoms

Primary Shenandoah Contacts:

For Employees

Lisa M Darsch MSN RN

Director of Employee Wellness and Healthcare Navigation

ldarsch@su.edu

For Students

Hanan Kallash FNP-BC

Executive Director of Wilkins Wellness Center and the Counseling Center

hkallash@su.edu

1. **What do I do if I have been exposed to someone with COVID?** First make sure you have been exposed to Covid by verifying that you had "[close contact](#)" with an individual who is confirmed as COVID positive. If so, submit a report of your exposure using the Shenandoah Go app or this confidential [link](#). Human Resources will work with you individually. You will want to contact your physician for guidance regarding follow up and testing.
2. **How do I report that I have COVID?** Use the Shenandoah Go app or this confidential employee [link](#). Human Resources will review your submission and be in touch to discuss your test result, ongoing plan of care, appropriate medical leave and timeline to return to work.
3. **Do I need to do contact tracing?** This is the job of the state health departments, including the Virginia Department of Health (VDH). However, the Va Dept Of Health has issued a [worksheet](#) to help identify individuals with whom you have had close contact. You should only use it after your diagnosis of COVID is confirmed and you have been told to contact said individuals.
4. **Will I be told if someone I work with has COVID?** You may be contacted by a contact tracer from VDH or the department of health from another state or county managing the "close contact" list for those with COVID. (Do not assume all your exposures will have occurred in the Loud Fairfax Health District.) You will only be contacted if you meet the "close contact" criteria.
5. **Is Shenandoah doing contact tracing?** Our policy is to follow the state process for contact tracing. We will keep the community informed if this process changes.

You can read more about contact tracing on the CDC website: [CDC Contact Tracing](#)

6. **Will I be paid if I am told to isolate or quarantine and do not have leave time available?** If you are told to isolate or quarantine by your MD, a health department or urgent care clinic, please notify Human Resources (Kim McDonald kmcdonal2@su.edu or benefits@su.edu) who will work with you.
7. **When I have symptoms on the daily symptom checker, should I stay home? YES,** if you have any of the symptoms on the daily checker **you must stay home.** Make sure you

complete the daily symptom checker. Contact your physician to discuss your symptoms. You will receive an email or call from Human Resources to discuss your individual situation.

8. **When can I return to work after a positive COVID test? Guidance for a health-care professionals is located here: [CDC Guidance](#)**

Healthcare professionals on our campus may be staff or faculty and require a higher level of diligence before returning to the workplace following a positive COVID test
Symptom-based strategy for determining when HCP can return to work.

HCP with [mild to moderate illness](#) who are not severely immunocompromised:

- At least 10 days have passed *since symptoms first appeared* and
- At least 24 hours have passed *since last fever* without the use of fever-reducing medications and
- Symptoms (e.g., cough, shortness of breath) have improved

Note: HCP who are not severely immunocompromised and were asymptomatic throughout their infection may return to work when at least 10 days have passed since the date of their first positive viral diagnostic test.

You will need permission to return to work from your primary healthcare provider OR told to follow the CDC guidelines above.

9. **When can I return to work after a positive COVID test? Guidance for NON-healthcare employees is located here: [CDC Guidance](#)**

Employees returning to the workplace following a positive COVID test should follow the guidelines posted by CDC.

I think or know I had COVID-19, and I had symptoms

- You can be with others after
 - At least 10 days since symptoms first appeared **and**
 - At least 24 hours with no fever without fever-reducing medication **and**
 - Symptoms have improved
- Depending on your healthcare provider's advice and availability of testing, you might get tested to see if you still have COVID-19. If you are tested, you can be around others when you have no fever, respiratory symptoms have improved, and you receive two negative test results in a row, at least 24 hours apart.

I tested positive for COVID-19 but had no symptoms

- If you continue to have no symptoms, you can be with others after:

- 10 days have passed since test
- Depending on your healthcare provider's advice and availability of testing, you might get tested to see if you still have COVID-19. If you will be tested, you can be around others after you receive two negative test results in a row, at least 24 hours apart.
- If you develop symptoms after testing positive, follow the guidance above for "I think or know I had COVID, and I had symptoms."

You will need permission to return to work from your primary healthcare provider OR told to follow the CDC guidelines above.

10. **Should I post on social media that I have been exposed to or have COVID? No!** SU strongly discourages the use of social media to discuss any medical diagnosis (Facebook, Twitter, Instagram etc). Postings such as this can have unintended consequences with family, staff and the local media.
11. **Where can I obtain a COVID test?** Employees should contact their primary care physician to discuss symptoms and testing. If you do not have a primary care physician, and would like to find one, please contact Lisa Darsch, director of employee wellness and healthcare navigation to understand local options.
12. **Is testing available on campus for employees?** No. Testing for employees is managed by your primary care physician.
13. **Should I report individuals around me that are NOT wearing their mask?** The expectation is for everyone in the University Community to wear a non-valved surgical or two ply cloth mask over the nose and mouth in any enclosed building or structure when on a Shenandoah university site campus, including academic and administrative buildings ("buildings") and outside if social distancing isn't possible. Accommodations for other facial coverings or medical exemptions should be referred to Human Resources (faculty/staff) or the Wellness Center (students) who will explore options with you. If you see someone without a mask you should feel free to inquire and encourage all to follow this important University protocol.
14. **I am not comfortable returning to work in my shared office space?** Shenandoah has done much to make sure office space is safe. Discuss your concern with your supervisor to see what suitable solutions might be available. If needed, reach out to Human Resources (Kim McDonald kmcdonal2@su.edu or benefits@su.edu) for more ideas and conversations.
15. **I have heard students are given different options for return to class after a positive COVID diagnosis over employees and faculty. Is this true?** The Wellness Center and Human Resources work together to ensure we are providing the same guidance to everyone: staff, students, faculty, and visitors. Our first priority is the health and safety

of our employees. We are continuing to closely communicate CDC changes and follow the federal guidelines. The advice we provide and adhere to is applicable on all SU campuses.

- 16. What do I do if I suspect a student is ill?** Faculty and Staff who are told by a student that they are ill or suspected of being ill should immediately submit a student of concern form and encourage the student to immediately contact the wellness center. No further communication necessary due to the privacy of the student.

- 17. Who will tell my boss if I need to be off work for an extended period of time?** Notify your immediate supervisor if you need to be out of the office for medical reasons. You do not need to state the reason why. HR has a process to notify supervisors of medical absences. Updates will be issued as necessary. Please contact Kim McDonald kmcdonal2@su.edu or benefits@su.edu if you have any questions.