Texas Wesleyan
UNIVERSITY
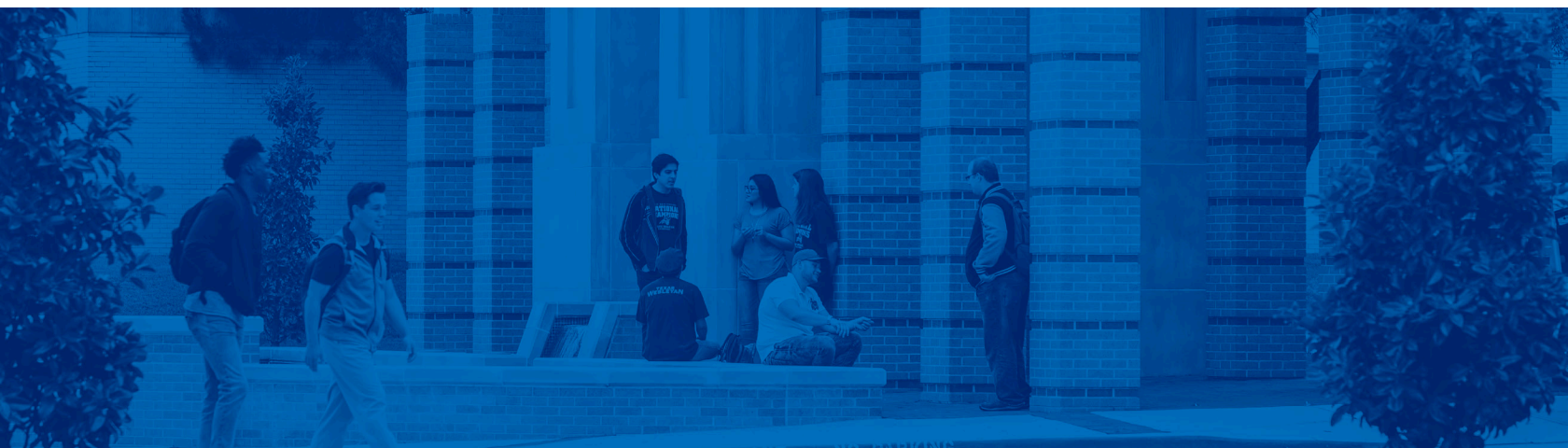
RETURNING TO THE WORKPLACE GUIDEBOOK

UPDATED 07.21.22

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RETURNING TO THE WORKPLACE GUIDEBOOK

To ensure overall safety for our Texas Wesleyan University community, the following employee guidance is designed to aid in the prevention of workplace exposure to COVID-19.

COVID-19 is caused by a coronavirus called SARS-CoV-2. Coronaviruses are a large family of viruses that are common in people and many different species of animals. The virus that causes COVID-19 is thought to spread mainly from person to person, primarily through respiratory droplets produced when an infected person coughs or sneezes. Spreading of the virus is more likely to happen when people are in close contact with one another.

PREPARING THE WORKPLACE

Employees can prevent and slow the spread of COVID-19 by following the recommended guidelines and procedures in this guidebook. Employees should plan to respond in a flexible manner to varying degrees of COVID-19 transmission prevention in the workplace.

The University will continue to operate in accordance with guidance from the Centers for Disease Control and Prevention (CDC), Considerations for Institutes of Higher Education and state and local orders so that timely and accurate information may direct appropriate responses. Local conditions will influence the decisions that public health officials make regarding transmission and prevention.

WORKPLACE EXPECTATIONS AND GUIDELINES

All employees are expected to fully comply with the policies, protocols and guidelines outlined in this document as part of the Texas Wesleyan University Employee and Faculty Handbooks. Failure to do so may result in corrective action.

GENERAL GUIDELINES AND RESPONSE STRATEGIES

Employees must remember that there is the possibility that they may have already contracted COVID-19, and are an asymptomatic carrier who could spread the virus despite not showing symptoms. Employees should always conduct themselves as if they are an asymptomatic carrier. The following policies and procedures are designed to minimize risk to yourself and others in the workplace.

VACCINATION

One of the best ways we can fight the virus is by getting vaccinated. The number of breakthrough cases — infection in fully vaccinated people — remains low and the CDC continues to report that the vaccines are effective against serious outcomes such as hospitalization and death in those breakthrough cases. **We encourage everyone in our campus community to get vaccinated.**

PHASED STAFFING

Texas Wesleyan University will phase in a return of staff over time in a coordinated process to ensure appropriate social distancing and screening.

The University will assess expanded staffing based on mission-critical operations, ability to control and manage specific work environments, and necessity to access on-site resources. These decisions, once approved, will be communicated through your designated executive staff member or supervisor.

Support units that are able to effectively work remotely will likely continue to do so until restrictions are lifted for larger gatherings. In the event that localized outbreaks emerge, tighter restrictions and reduced staffing may be implemented.

STAFFING COMMUNICATIONS

RETURN TO WORK NOTIFICATION – Those functions that provide a direct service to students or otherwise necessitate an on-campus physical presence will be transitioned back on campus. Supervisors will inform employees if and when they are expected to return to campus.

REMOTE WORK – Some university functions may continue to be performed remotely. Employees not yet designated to return to campus will receive updates from their supervisor when and if they are to return to campus. The University has a remote work policy. The remote work form must be approved and completed for all employees who work remotely.

STAY HOME IF YOU ARE SICK	HIGH-RISK EMPLOYEES
Employees must stay home if they are feeling ill, stay away from others and seek medical care early if showing symptoms of COVID-19. Employees and supervisors must notify Human Resources immediately if any employee is sent or goes home due to COVID-19 related symptoms.	Employees who have been identified as being in a high-risk illness-related category noted by the CDC regarding COVID-19 and would like to discuss possible accommodations with Human Resources, please contact Angela Dampeer at adampeer@txwes.com. For more information on the high-risk illness-related categories, please visit the CDC's high-risk resource page.

REQUIREMENTS PRIOR TO RETURNING TO CAMPUS

MANDATORY ONLINE TRAINING BEFORE RETURNING TO CAMPUS

- **REQUIRED TRAINING MODULES** - All employees are required to login to SafeColleges and complete the **Coronavirus Awareness** and **Coronavirus: Cleaning and Disinfecting Your Workplace** training modules.

  Employees must provide proof to their supervisor that they have completed the required training by taking a screenshot of the confirmation page before they are allowed to come back to campus.

- **ONLINE ACKNOWLEDGEMENT** – Within the required training, employees will be asked to acknowledge that they read and understand this Returning to the Workplace Guidebook and are committed to following the policies and procedures created to prevent the spread of COVID-19.

UPDATED MASK POLICY

BASED ON THE CDC'S FEB. 2022 UPDATE TO THEIR GUIDELINES:

- Indoor and outdoor mask wearing will no longer be required, but all employees and students are welcome to wear a mask if they choose to do so.
- People with symptoms or exposure to someone with COVID-19 should wear a mask.
- If you are at high risk for severe illness or immunocompromised, you are encouraged to talk to your healthcare provider about whether you need to wear a mask.
- Read the CDC's guidelines here: https://www.cdc.gov/coronavirus/2019-ncov/science/community-levels.html
- Any changes to the current mask policy will be communicated.

MASK ETIQUETTE:

It's up to us as a RAMily to be respectful and considerate of our classmates, students, coworkers and neighbors when it comes to wearing a mask. Making the decision to wear a mask is a personal choice.

While you may choose to wear a mask, others may choose not to. Here are a couple of etiquette tips to keep in mind.

- Be respectful. If someone chooses to wear a mask, they could have a reason that only they know about. From caring for or living with an immunocompromised person to being at high risk of illness themselves, there are still plenty of reasons to continue wearing a mask.
- Be considerate and use your best judgement. If you enter a space and see that the faculty, staff or students are wearing masks, consider asking if they would prefer if you wore a mask and respect their requests.
- Be accommodating. If you are choosing not to wear a mask but someone else is, don't ask them to remove their mask.

YOUR GUIDE TO MASKS

LESS	LESSER	LEAST
COVID-19 CARRIER → CONTAGION PROBABILITY	COVID-19 CARRIER → CONTAGION PROBABILITY	COVID-19 CARRIER → CONTAGION PROBABILITY
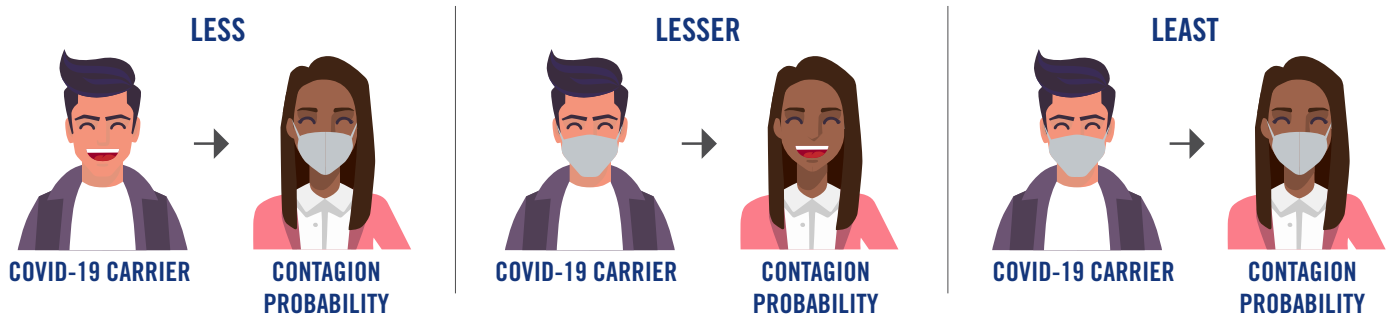
TYPE AND INTENDED USE OF FACE COVERINGS/MASKS				
	CLOTH FACE COVERING	**DISPOSABLE MASK**	**MEDICAL-GRADE SURGICAL MASK**	**N95 RESPIRATOR**
TYPE				
DESCRIPTION	Home-made or commercially manufactured face coverings that are washable and help contain wearer's respiratory emissions	Commercially manufactured masks that help contain wearer's respiratory emissions	FDA-approved masks to protect the wearer from large droplets and splashes; helps contain wearer's respiratory emissions	Provide effective respiratory protection from airborne particles and aerosols; helps contain wearer's respiratory emissions

COVID-19 SYMPTOMS AND TESTING

COVID-19 SYMPTOMS OR POSITIVE TEST

Always follow the guidance of your health care provider, and subsequently, Human Resources before returning to campus.

- **If an employee tests positive for COVID-19, they must notify Human Resources.**

Employees who appear to have symptoms upon arrival at the campus or who become sick during the day should immediately separate from others, return home and notify Human Resources. If an employee has a fever, cough or is experiencing shortness of breath but has not taken a test or has not received the results from a test, Human Resources will presume that they are positive for COVID-19 until notified otherwise.

SYMPTOMS OF COVID-19 INCLUDE ONE OR MORE OF THE FOLLOWING:

- ✓ Cough
- ✓ Fever or chills
- ✓ Sore throat
- ✓ Nausea or vomiting
- ✓ Shortness of breath or difficulty breathing
- ✓ Runny nose or new sinus congestion
- ✓ New loss of taste or smell
- ✓ New GI symptoms (i.e. diarrhea)
- ✓ Headache
- ✓ Fatigue
- ✓ Muscle pain/aches

COVID-19 TESTING INFORMATION

If you are exhibiting symptoms, please contact your primary care physician for testing and screening information. For more testing resources, visit the [Tarrant County COVID-19 testing website](#).

REPORTING CLOSE CONTACT

For faculty or staff who test positive for COVID-19, please report any close contacts as follows. If you were in close contact with other faculty or staff members, please report that information to Juan Azcarate. If you were in close contact with students, please report that information to the Dean of Students' office at deanofstudents@txwes.edu. Please include student names, ID numbers and course section(s) for contact tracing purposes. According to the CDC guidelines, a close contact is defined as, "Someone who was less than 6 feet away from an infected person (laboratory-confirmed or a clinical diagnosis) for a cumulative total of 15 minutes or more over a 24-hour period (for example, three individual 5-minute exposures for a total of 15 minutes). An infected person can spread SARS-CoV-2 starting from 2 days before they have any symptoms (or, for asymptomatic patients, 2 days before the positive specimen collection date) until they meet the criteria for ending isolation."

WHEN TO STAY HOME

CALCULATING QUARANTINE

The date of your exposure is considered day 0. **Day 1 is the first full day after your last contact with a person who has had COVID-19.** Stay home and away from other people for at least 5 days. Learn why CDC updated guidance for the general public.

IF YOU			
IF YOU Were exposed to COVID-19 and are **NOT** up-to-date on COVID-19 vaccinations	**QUARANTINE FOR AT LEAST 5 DAYS** **STAY HOME** Stay home and quarantine for at least 5 full days. Wear a well-fitted mask if you must be around others in your home. **GET TESTED** Even if you don't develop symptoms, get tested at least 5 days after you last had close contact with someone with COVID-19.	**AFTER QUARANTINE** **WATCH FOR SYMPTOMS** Watch for symptoms until 10 days after you last had close contact with someone with COVID-19. **IF YOU DEVELOP SYMPTOMS** Isolate immediately and get tested. Continue to stay home until you know the results. Wear a well-fitted mask around others.	**TAKE PRECAUTIONS UNTIL DAY 10** **WEAR A MASK** Wear a well-fitted mask for 10 full days any time you are around others inside your home or in public. Do not go to places where you are unable to wear a mask. **AVOID TRAVEL** **AVOID BEING AROUND PEOPLE WHO ARE AT HIGH RISK**
IF YOU Were exposed to COVID-19 and are up-to-date on COVID-19 vaccinations	**NO QUARANTINE** You do not need to stay home **unless** you develop symptoms. **GET TESTED** Even if you don't develop symptoms, get tested at least 5 days after you last had close contact with someone with COVID-19.	**WATCH FOR SYMPTOMS** Watch for symptoms until 10 days after you last had close contact with someone with COVID-19. **IF YOU DEVELOP SYMPTOMS** Isolate immediately and get tested. Continue to stay home until you know the results. Wear a well-fitted mask around others.	**TAKE PRECAUTIONS UNTIL DAY 10** **WEAR A MASK** Wear a well-fitted mask for 10 full days any time you are around others inside your home or in public. Do not go to places where you are unable to wear a mask. **AVOID TRAVEL** **AVOID BEING AROUND PEOPLE WHO ARE AT HIGH RISK**
IF YOU were exposed to COVID-19 and had confirmed COVID-19 within the past 90 days (you tested positive using a viral test)	**NO QUARANTINE** You do not need to stay home unless you develop symptoms.	**WATCH FOR SYMPTOMS** Watch for symptoms until 10 days after you last had close contact with someone with COVID-19. **IF YOU DEVELOP SYMPTOMS** Isolate immediately and get tested. Continue to stay home until you know the results. Wear a well-fitted mask around others.	**TAKE PRECAUTIONS UNTIL DAY 10** **WEAR A MASK** Wear a well-fitted mask for 10 full days any time you are around others inside your home or in public. Do not go to places where you are unable to wear a mask. **AVOID TRAVEL** **AVOID BEING AROUND PEOPLE WHO ARE AT HIGH RISK**

CALCULATING ISOLATION

Day 0 is your first day of symptoms or a positive test, whichever came first. **Day 1 is the first full day after your symptoms developed or your test specimen was collected.** If you have COVID-19 or have symptoms, isolate for at least 5 days.

IF YOU
Tested positive for COVID-19 or have symptoms, regardless of vaccination status

STAY HOME FOR AT LEAST 5 DAYS
Stay home for 5 days and isolate from others in your home.

Wear a well-fitted mask if you must be around others in your home.

ENDING ISOLATION IF YOU HAD SYMPTOMS
End isolation after 5 full days if you are fever-free for 24 hours (without the use of fever-reducing medication) and your symptoms are improving.

ENDING ISOLATION IF YOU DID NOT HAVE SYMPTOMS
End isolation after at least 5 full days after your positive test.

IF YOU WERE SEVERELY ILL WITH COVID-19
You should isolate for at least 10 days. Consult your doctor before ending isolation.

TAKE PRECAUTIONS UNTIL DAY 10

WEAR A MASK
Wear a well-fitted mask for 10 full days any time you are around others inside your home or in public. Do not go to places where you are unable to wear a mask.

AVOID TRAVEL

AVOID BEING AROUND PEOPLE WHO ARE AT HIGH RISK

DEFINITIONS

EXPOSURE
Contact with someone infected with SARS-CoV-2, the virus that causes COVID-19, in a way that increases the likelihood of getting infected with the virus.

CLOSE CONTACT
Close contacts are someone who were less than 6 feet away from an infected person (laboratory-confirmed or a clinical diagnosis) for a cumulative total of 15 minutes or more over a 24-hour period. For example, three individual 5-minute exposures for a total of 15 minutes.

QUARANTINE AND ISOLATION REQUIREMENTS

- **CLOSE CONTACT:** You are considered to have been in close contact if you have been within 6 feet of someone who has COVID-19 for a cumulative total of 15 minutes or more over a 24-hour period.
- **QUARANTINE:** You are to quarantine when you may have been exposed to the COVID-19 virus.
- **ISOLATION:** Is used to separate people with confirmed or suspected COVID-19 from those without COVID-19.

QUARANTINE

Per current CDC guidelines

Quarantine is a strategy used to prevent transmission of COVID-19 by keeping people who have been in close contact with someone with COVID-19 apart from others.

WHO DOES NOT NEED TO QUARANTINE?

If you had close contact with someone with COVID-19 and you are in one of the following groups, you **do not need to quarantine.**

- You are up-to-date with your COVID-19 vaccines.
- You had confirmed COVID-19 within the last 90 days (meaning you tested positive using a viral test).

You should wear a well-fitting mask around others for 10 days from the date of your last close contact with someone with COVID-19 (the date of last close contact is considered day 0). Get tested at least 5 days after you last had close contact with someone with COVID-19. If you test positive or develop COVID-19 symptoms, isolate from other people and follow recommendations in the Isolation section below. If you tested positive for COVID-19 with a viral test within the previous 90 days and subsequently recovered and remain without COVID-19 symptoms, you do not need to quarantine or get tested after close contact. You should wear a well-fitting mask around others for 10 days from the date of your last close contact with someone with COVID-19 (the date of last close contact is considered day 0).

WHO SHOULD QUARANTINE?

If you come into close contact with someone with COVID-19, you should quarantine if you are not up-to-date on COVID-19 vaccines. This includes people who are not vaccinated.

WHAT TO DO FOR QUARANTINE

- Stay home and away from other people for at least 5 days (day 0 through day 5) after your last contact with a person who has COVID-19. The date of your exposure is considered day 0. Wear a well-fitting mask when around others at home, if possible.
- For 10 days after your last close contact with someone with COVID-19, watch for fever (100.4°F or greater), cough, shortness of breath, or other COVID-19 symptoms .
- If you develop symptoms, get tested immediately and isolate until you receive your test results. If you test positive, follow isolation recommendations.

- If you do not develop symptoms, get tested at least 5 days after you last had close contact with someone with COVID-19.
  - o If you test negative, you can leave your home, but continue to wear a well-fitting mask when around others at home and in public until 10 days after your last close contact with someone with COVID-19.
  - o If you test positive, you should isolate for at least 5 days from the date of your positive test (if you do not have symptoms). If you do develop COVID-19 symptoms, isolate for at least 5 days from the date your symptoms began (the date the symptoms started is day 0). Follow recommendations in the isolation section below.
  - o If you are unable to get a test 5 days after last close contact with someone with COVID-19, you can leave your home after day 5 if you have been without COVID-19 symptoms throughout the 5-day period. Wear a well-fitting mask for 10 days after your date of last close contact when around others at home and in public.
  - o Avoid people who are immunocompromised or at high risk for severe disease, and nursing homes and other high-risk settings, until at least 10 days.
- If possible, stay away from people you live with, especially people who are at higher risk for getting very sick from COVID-19, as well as others outside your home throughout the full 10 days after your last close contact with someone with COVID-19.
- If you are unable to quarantine, you should wear a well-fitting mask for 10 days when around others at home and in public.
- If you are unable to wear a mask when around others, you should continue to quarantine for 10 days. Avoid people who are immunocompromised or at high risk for severe disease, and nursing homes and other high-risk settings, until after at least 10 days.
- Do not travel during your 5-day quarantine period. Get tested at least 5 days after your last close contact and make sure your test result is negative and you remain without symptoms before traveling. If you don't get tested, delay travel until 10 days after your last close contact with a person with COVID-19. If you must travel before the 10 days are completed, wear a well-fitting mask when you are around others for the entire duration of travel during the 10 days. If you are unable to wear a mask, you should not travel during the 10 days.
- Do not go to places where you are unable to wear a mask, such as restaurants and some gyms, and avoid eating around others at home and at work until after 10 days after your last close contact with someone with COVID-19.

AFTER QUARANTINE
- Watch for symptoms until 10 days after your last close contact with someone with COVID-19.
- If you have symptoms, isolate immediately and get tested.

QUARANTINE IN HIGH-RISK CONGREGATE SETTINGS
In certain congregate settings that have high risk of secondary transmission (such as correctional and detention facilities, homeless shelters, or cruise ships), CDC recommends a 10-day quarantine for residents, regardless of vaccination and booster status. During periods of critical staffing shortages, facilities may consider shortening the quarantine period for staff to ensure continuity of operations. Decisions to shorten quarantine in these settings should be made in consultation with state, local, tribal, or territorial health departments and should take into consideration the context and characteristics of the facility. CDC's setting-specific guidance provides additional recommendations for these settings.

ISOLATION

Isolation is used to separate people with confirmed or suspected COVID-19 from those without COVID-19. People who are in isolation should stay home until it's safe for them to be around others. At home, anyone sick or infected should separate from others, or wear a well-fitting mask when they need to be around others. People in isolation should stay in a specific "sick room" or area and use a separate bathroom if available. Everyone who has presumed or confirmed COVID-19 should stay home and isolate from other people for at least 5 full days (day 0 is the first day of symptoms or the date of the day of the positive viral test for asymptomatic persons). They should wear a mask when around others at home and in public for an additional 5 days. People who are confirmed to have COVID-19 or are showing symptoms of COVID-19 need to isolate regardless of their vaccination status. This includes:

- People who have a positive viral test for COVID-19, regardless of whether or not they have symptoms.
- People with symptoms of COVID-19, including people who are awaiting test results or have not been tested. People with symptoms should isolate even if they do not know if they have been in close contact with someone with COVID-19.

WHAT TO DO FOR ISOLATION

- Monitor your symptoms. If you have an emergency warning sign (including trouble breathing), seek emergency medical care immediately.
- Stay in a separate room from other household members, if possible.
- Use a separate bathroom, if possible.
- Take steps to improve ventilation at home, if possible.
- Avoid contact with other members of the household and pets.
- Don't share personal household items, like cups, towels, and utensils.
- Wear a well-fitting mask when you need to be around other people.

Learn more about what to do if you are sick and how to notify your contacts.

ENDING ISOLATION FOR PEOPLE WHO HAD COVID-19 AND HAD SYMPTOMS

If you had COVID-19 and had symptoms, isolate for at least 5 days. To calculate your 5-day isolation period, day 0 is your first day of symptoms. Day 1 is the first full day after your symptoms developed. You can leave isolation after 5 full days.

- You can end isolation after 5 full days if you are fever-free for 24 hours without the use of fever-reducing medication and your other symptoms have improved (Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation).
- You should continue to wear a well-fitting mask around others at home and in public for 5 additional days (day 6 through day 10) after the end of your 5-day isolation period. If you are unable to wear a mask when around others, you should continue to isolate for a full 10 days. Avoid people who are immunocompromised or at high risk for severe disease, and nursing homes and other high-risk settings, until after at least 10 days.
- If you continue to have fever or your other symptoms have not improved after 5 days of isolation, you should wait to end your isolation until you are fever-free for 24 hours without the use of fever-reducing medication and your

other symptoms have improved. Continue to wear a well-fitting mask. Contact your healthcare provider if you have questions.

- Do not travel during your 5-day isolation period. After you end isolation, avoid travel until a full 10 days after your first day of symptoms. If you must travel on days 6-10, wear a well-fitting mask when you are around others for the entire duration of travel. If you are unable to wear a mask, you should not travel during the 10 days.
- Do not go to places where you are unable to wear a mask, such as restaurants and some gyms, and avoid eating around others at home and at work until a full 10 days after your first day of symptoms.

If an individual has access to a test and wants to test, the best approach is to use an antigen test[1] towards the end of the 5-day isolation period. Collect the test sample only if you are fever-free for 24 hours without the use of fever-reducing medication and your other symptoms have improved (loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation). If your test result is positive, you should continue to isolate until day 10. If your test result is negative, you can end isolation, but continue to wear a well-fitting mask around others at home and in public until day 10. Follow additional recommendations for masking and restricting travel as described above.

[1]*As noted in the labeling for authorized over-the counter antigen tests: Negative results should be treated as presumptive. Negative results do not rule out SARS-CoV-2 infection and should not be used as the sole basis for treatment or patient management decisions, including infection control decisions. To improve results, antigen tests should be used twice over a three-day period with at least 24 hours and no more than 48 hours between tests.*

Note that these recommendations on ending isolation **do not** apply to people with moderate or severe COVID-19 or with weakened immune systems (immunocompromised). See section below for recommendations for when to end isolation for these groups.

ENDING ISOLATION FOR PEOPLE WHO TESTED POSITIVE FOR COVID-19 BUT HAD NO SYMPTOMS

If you test positive for COVID-19 and never develop symptoms, isolate for at least 5 days. Day 0 is the day of your positive viral test (based on the date you were tested) and day 1 is the first full day after the specimen was collected for your positive test. You can leave isolation after 5 full days.

- If you continue to have no symptoms, you can end isolation after at least 5 days.
- You should continue to wear a well-fitting mask around others at home and in public until day 10 (day 6 through day 10). If you are unable to wear a mask when around others, you should continue to isolate for 10 days. Avoid people who are immunocompromised or at high risk for severe disease, and nursing homes and other high-risk settings, until after at least 10 days.
- If you develop symptoms after testing positive, your 5-day isolation period should start over. Day 0 is your first day of symptoms. Follow the recommendations above for ending isolation for people who had COVID-19 and had symptoms.
- Do not travel during your 5-day isolation period. After you end isolation, avoid travel until 10 days after the day of your positive test. If you must travel on days 6-10, wear a well-fitting mask when you are around others for the entire duration of travel. If you are unable to wear a mask, you should not travel during the 10 days after your positive test.
- Do not go to places where you are unable to wear a mask, such as restaurants and some gyms, and avoid eating around others at home and at work until 10 days after the day of your positive test.

If an individual has access to a test and wants to test, the best approach is to use an [antigen test](#)[1] towards the end of the 5-day isolation period. If your test result is positive, you should continue to isolate until day 10. If your test result is negative, you can end isolation, but continue to wear a well-fitting mask around others at home and in public until day 10. Follow additional recommendations for masking and restricting travel described above.

[1]As noted in the [labeling for authorized over-the counter antigen tests](#): Negative results should be treated as presumptive. Negative results do not rule out SARS-CoV-2 infection and should not be used as the sole basis for treatment or patient management decisions, including infection control decisions. To improve results, antigen tests should be used twice over a three-day period with at least 24 hours and no more than 48 hours between tests.

ENDING ISOLATION FOR PEOPLE WHO WERE SEVERELY ILL WITH COVID-19 OR HAVE A WEAKENED IMMUNE SYSTEM (IMMUNOCOMPROMISED)

People who are severely ill with COVID-19 (including those who were hospitalized or required intensive care or ventilation support) and people with [compromised immune systems](#) might need to isolate at home longer. They may also require testing with a [viral test](#) to determine when they can be around others. CDC recommends an isolation period of at least 10 and up to 20 days for people who were severely ill with COVID-19 and for [people with weakened immune systems](#). Consult with your healthcare provider about when you can resume being around other people.

People who are immunocompromised should talk to their healthcare provider about the potential for reduced immune responses to COVID-19 vaccines and the need to continue to follow [current prevention measures](#) (including wearing a [well-fitting mask](#), [staying 6 feet apart from others](#) they don't live with, and avoiding crowds and poorly ventilated indoor spaces) to protect themselves against COVID-19 until advised otherwise by their healthcare provider. Close contacts of immunocompromised people – including household members – should also be encouraged to receive all [recommended COVID-19 vaccine doses](#) to help protect these people.

TIMEKEEPING FOR COVID-19 RELATED LEAVE

Employees may use sick and/or vacation leave if leave is taken due to being:

1. Subject to a Federal, State, local quarantine or isolation order related to COVID- 19;
2. Advised by a health care provider to self-quarantine related to COVID-19;
3. Experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. Caring for an individual subject to a quarantine or isolation order as described in (1), or has been advised to self-isolate as described in (2);
5. Caring for their child whose school or place of care is closed, or whose child care provider is unavailable due to COVID-19 related reasons;
6. Experiencing any other substantially similar condition specified by the U.S. Department of Health and Human Services.

For COVID-19 related absences, sick leave must be exhausted before the use of vacation leave.

ADDITIONAL RESOURCES

- ✓ Texas Wesleyan University Website – (https://txwes.edu/coronavirus/)
- ✓ Tarrant County Public Health COVID-19 Website – (https://www.tarrantcounty.com/en/public-health/disease-control---prevention/coronaviruas.html)
- ✓ CDC Website – (https://www.cdc.gov)
- ✓ Texas Department of State Health Services (DSHS) Website on COVID-19 – (https://www.dshs.state.tx.us/coronavirus/)
- ✓ OSHA Guidance on Preparing Workplaces for COVID-19 – (https://www.osha.gov/Publications/OSHA3990.pdf)