



Governance Risk and Compliance  
Texas State Technical College

---

# TSTC COVID-19 Response Protocol

**Document Revision Date: 12.10.2020**

## **Goal:**

To implement COVID-19 Exposure Response Protocols when there is a report of a confirmed case of COVID-19 on TSTC property or an off-campus exposure.

## **Resource Links:**

- [CDC - Social Distancing, Quarantine, and Isolation](#)
- [CDC - Interim Guidance for Administrators of US Institutions of Higher Education](#)
- [CDC - What To Do If You are Sick](#)
- [CDC - When You Can Be Around Others](#)
- [CDC - Contact Tracing Detail](#)
- [CDC - Contact Tracing](#)
- [CDC - COVID-19 Symptoms](#)
- [CDC - Public Health Recommendations](#)
- [CDC - Interim Guidance for First Responders and Law Enforcement](#)
- [CDC - COVID-19 Testing Overview](#)
- [CDC - Interim Guidance for Rapid Antigen Testing for SARS-CoV-2](#)
- [Variation in False-Negative Rate of Reverse Transcriptase Polymerase Chain Reaction–Based SARS-CoV-2 Tests by Time Since Exposure](#)

## **Need:**

TSTC needs a process in place for when an employee/student:

- Feels healthy but has recently had close contact with a person who is being tested for COVID-19;
- Feels healthy but has recently had close contact with a person who has COVID-19;
- Has multiple symptoms of COVID-19,
- Is awaiting COVID-19 test results or has been diagnosed with COVID-19.

## **Justification:**

Since a campus exposure event significantly impacts our response and recovery operations, time is of the essence to enact response and recovery protocols. TSTC has identified a subset of the Emergency Operations Team with the knowledge and tools necessary to evaluate potential exposures and rely upon information gathered from immediate contact tracing, the campus ICP teams, and command structure.



Governance Risk and Compliance  
Texas State Technical College

---

**Definitions:**

**Close Contact** is defined by CDC as 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 from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to testing specimen collection) until the time the patient is isolated.

**Case** - Someone who has tested positive for COVID-19.

**Presumed Case** - Someone who is considered positive but lacks confirmation by test.

**Contact** - Someone who had close contact with a Case during or at least 2 days before Case's illness.

**Isolation** - the act of keeping a Case separate from healthy people. Typically lasts for a minimum of 10 days.

**Quarantine** - restricts movement and contact of healthy people who have been exposed. Typically lasts 14 days.

**COVID-19 Symptoms:**

Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms or combinations of symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea



Governance Risk and Compliance  
Texas State Technical College

---

## Protocol 1

**Procedure when an employee or student feels healthy but has recently had *close contact* with a person who is being tested COVID-19:**

- **Employee/Student should immediately self-report through the TSTC Employee Portal or the TSTC Student Portal using the self-report feature.**
- 
- **Employee/student should immediately self-quarantine UNTIL** test results of individual being tested is known:
    - If test results are positive, then Protocol 2 applies.
    - If COVID-19 PCR tests are negative for the person being tested, it means that the person being tested does not have COVID-19 at the time of testing or that the test was taken too early in the infection stage. These factors will need to be considered by the EOT Response Team for the employee/student to be considered for release to return to campus. ([Reference](#))
    - Negative SARS-COVID-2 Antigen tests are unreliable and will not be considered.
    - If test results are unavailable, the self-quarantine period will be 14 days from the last contact with the person being tested.
  - TSTC will:
    - Report to the EOT Response Team and the Contact Tracing Teams for investigation and review.
    - Disinfect all exposed areas using CDC recommended disinfection techniques if applicable.
    - Have instructor monitor affected class(es) for students showing COVID-19 -like symptoms and send students home if symptoms present. Should this occur, contact tracing procedures will be followed.
    - Have the Human Resources/Enrollment Management Response Teamwork with the Department/Instructor(s) to monitor the employee/student's health and identify opportunities for the work/class to be completed remotely/or made up and refer to community resources. The employee/student shall not return to campus until clearance has been granted by Human Resources/Enrollment Management Response Team.



Governance Risk and Compliance  
Texas State Technical College

---

## Protocol 2

**Procedure when an employee or student feels healthy but has recently had *close contact* with a person who has tested positive COVID-19:**

- **Employee/Student should immediately self-report through the TSTC Employee Portal or the TSTC Student Portal using the self-report feature.**



- **Employee/student should immediately self-quarantine for 14 days** based on the date that the COVID-19 like symptoms of the other person first appeared AND notify their manager/instructor(s) and Human Resources/Enrollment Management Response Team by self-reporting.
  - If the employee/student lives with a positive COVID-19 case and isolation cannot be maintained in the home, the quarantine period may be extended for an additional 10 days.
  - If the employee or student lives on campus (Harlingen, Marshall, Sweetwater, Waco), Housing staff will also be immediately notified.
    - The residence will be evaluated for isolation capability, and the resident may be moved to an isolated room.
    - During on-campus isolation, Dining Services will provide three meals a day and hygiene kit(s).
  - Employee/student should check their temperature frequently (keeping a log of time, date, and method) and watch for symptoms.
  - Employee/student should stay away from people who are at high risk of getting sick from COVID-19.
- TSTC will:
  - Report to the EOT Response Team and the Contact Tracing Teams for investigation and review.
  - Disinfect all exposed areas using CDC recommended disinfection techniques if applicable.
  - Have the instructor monitor the affected class(es) for students showing COVID-19 like symptoms and send home students if symptoms present. Should this occur, contact tracing procedures will be followed.
  - Have the Human Resources/Enrollment Management Response Teamwork with the Department/Instructor(s) to monitor the employee/student's health and identify opportunities for the work/class to be completed remotely/or made up and refer to community resources. Employee/student shall not return to campus



Governance Risk and Compliance  
**Texas State Technical College**

---

until clearance has been granted by Human Resources/Enrollment Management Response Team.

## Protocol 3

Procedure when employee or student has multiple symptoms of COVID-19, OR is being tested for COVID-19 OR has been diagnosed with COVID-19:

- **Employee/Student should immediately self-report through the TSTC Employee Portal or through the TSTC Student Portal using the self-report feature.**
- A red square icon with a white medical mask in the center. Below the mask, the text "SELF-REPORT A COVID-19 EXPOSURE" is written in white, all-caps, sans-serif font.
- **Employee/ student should immediately self isolate for 10 days** and notify their manager or instructor(s) and Human Resources/Enrollment Management Response Team.
    - **If Employee/Student has taken a COVID-19 PCR Test:**
      - **If test results are negative:** *and if PCR test is taken at least 3 days after symptoms began*, employee or student may be cleared to return to campus as long as they are not symptomatic.
        - Negative SARS-COVID-2 Antigen tests are unreliable and will not be considered. ([Reference CDC](#))
      - **If test results are positive:**
        - Positive SARS-COVID-2 Antigen tests are considered reliable.
        - Employee or student may be cleared to return to campus after these three things have happened:
          - Employee/student no longer has a fever for at least 24 hours (without the use of fever-reducing medication), **AND**
          - Other COVID-19 related symptoms have improved **AND**
          - 10 days have elapsed since symptoms began.
    - **Recommendations:**
      - During this time, employee or student should isolate in a specific “sick room” or area away from other people and pets.
        - If possible, use a separate bathroom but if not possible, then disinfect after each use.



Governance Risk and Compliance  
**Texas State Technical College**

---

- If the employee or student lives on campus (Harlingen, Marshall, Sweetwater, Waco), Housing staff should also be immediately notified.
  - Residence will be evaluated for isolation capability and as a result the resident may be moved to an isolated room.
  - During on-campus isolation, Dining Services will provide three meals a day and hygiene kit(s).
- TSTC will:
  - Report to the EOT Response Team and the Contact Tracing Teams for investigation and review.
  - Disinfect all exposed areas using CDC recommended disinfection techniques if applicable.
  - Implement Contact Tracing Protocol.
  - Have EOT determine, based upon information gathered from Contact Tracing Protocol, whether to suspend classes for 2-5 days or longer.
  - Have Human Resources/Enrollment Management Response Team will work with the Department/Instructor(s) to monitor the employee or student's health and assist in identifying opportunities for the work/class to be completed remotely/or made up and refer to community resources. The employee/student should not return to campus until clearance has been granted by the Human Resources/Enrollment Management Response Team.
  - TSTC is committed to working with local health officials throughout the process.



Governance Risk and Compliance  
Texas State Technical College

---

**Appendix:**  
[EOT Response Plan](#)

**Notifications:**

Once an employee/student discloses information that meets any of the criteria above, the following notifications should take place as soon as the individual has been asked to leave campus and self-quarantine:

1. Contact Human Resources for employees/Enrollment Management for students and the TSTC Safety Officer listed below to activate response protocol.
2. After these notifications have taken place, please keep information confidential and wait for further guidance from the Office of Risk Management.
3. TSTC Safety Officer will coordinate scene management.
4. Human Resources/Enrollment Management Response Team will coordinate investigation and contact tracing if needed. In addition, Human Resources/Enrollment Management Response Team will work with employee/student to make work/classroom arrangements.

**Contact:**

- **Risk Management & Safety** - Chris Martin, 346.239.3428, [chris.martin@tstc.edu](mailto:chris.martin@tstc.edu)
- **Human Resources Response Team Lead** - Kelly Contella, 254.867.2368, [kelly.contella@tstc.edu](mailto:kelly.contella@tstc.edu)
- **Enrollment Management Response Team Lead** - Michael LeRoux, 325.734.3645, [michael.leroux@tstc.edu](mailto:michael.leroux@tstc.edu)
- **Campus Housing Lead** - Jeremiah Bland, 254.867.3824, [jeremiah.bland@tstc.edu](mailto:jeremiah.bland@tstc.edu)