



COVID-19 Symptoms and Exposure Policy

Effective 8/23/21

The newest guidance issued by the Centers for Disease Control and Prevention (CDC) makes it clear that the way we can return to a more normal on-campus experience is through vaccination and masking. These links provide further information on the COVID-19 vaccine.

- o Finding a Vaccine: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- o Things to Know: <https://www.cdc.gov/coronavirus/2019-ncov/your-health/need-to-know.html>
- o Variants: <https://www.cdc.gov/coronavirus/2019-ncov/variants/variant.html>

At Viterbo University, the health and safety of our students and employees is our highest priority. This policy has been developed to help maintain the health and safety of all Viterbo community members, in accordance with the current Wisconsin Department of Health Services (DHS) and Centers for Disease Control and Prevention (CDC) guidelines and recommendations. Note: this policy is subject to change based on guidance from the CDC and/or DHS.

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POLICY COMPLIANCE

It is the expectation of the university that all Viterbo community members behave responsibly with respect for the health and safety of others. Any employee, student, or visitor who fails to abide with this policy will be asked to comply; failure to comply may result in disciplinary action or a removal from campus.

Employees who fail to abide by this policy may be taken off duty and/or subject to disciplinary action up to and including termination of employment. Students who violate this policy may be subject to disciplinary action under the student disciplinary process outlined in the Code of Student Conduct. Supervisors reserve the right to specify which face coverings are acceptable for safety reasons in their areas and according to tasks.

Enforcement is based on the honor system and is supported by the institutional core value of integrity. This is about doing what is right and honest.

VACCINATION INFORMATION

Nearly 5 billion people worldwide have safely received the COVID-19 vaccine. These vaccines are safe and effective and were evaluated in thousands of clinical trials. The Food and Drug Administration (FDA) has employed the rigorous scientific standards for safety, effectiveness, and manufacturing quality required in order to support the current Emergency Use Authorization (EUA).

REDUCING SPREAD

Due to the public health ramifications, the university will address any violations of this policy through the Code of Student Conduct and Human Resources. Students found responsible for violations will be subject to university discipline, including and up to suspension from the university. Employee violations will be addressed through Human Resources and the Employee Handbook. Due to COVID-19's primary mode of transmission through person-to-person contact with an infected person, regardless if the person is symptomatic or asymptomatic, Viterbo has identified the following procedures to help reduce the spread of COVID-19 on campus:

- Vaccination (encouraged)
- Masking (required for both vaccinated and unvaccinated individuals)
- Safe personal hygiene (encouraged – see below for details)
- Physical distancing (encouraged when possible)

Students and employees are not permitted on or in any Viterbo operated property or activity (outside of their assigned campus residence) and are instructed to go or stay home when any of the following occur:

- The student or employee is [experiencing symptoms associated with COVID-19](#) as defined by the Centers for Disease Control and Prevention;
- The student or employee has tested positive for COVID-19 and is in isolation;
- The student or employee is unvaccinated and has had close personal contact with a person within the past two days who has tested positive for COVID-19 (vaccinated individuals are not required to quarantine if asymptomatic).

If any of the above occur, two things must occur immediately: 1) students must contact Health Services/employees must contact Human Resources immediately, and 2) affected individuals must begin isolating.

Viterbo reserves the right to isolate the individual until arrangements can be made to leave campus, and/or cancel or reschedule work or class to address cleaning and disinfection needs.

FACE MASK USAGE

Face masks must cover nostrils and mouth, and:

- are required upon entry into any buildings or on Viterbo property when two or more people are in the same space/room whether vaccinated or unvaccinated. Masks are not required in personal on-campus residences or when alone in an office, study room, or other indoor campus space.
- are required in university vehicles and in personal vehicles when unrelated individuals are travelling together.
- may be removed in private offices when alone, even if unvaccinated.
- may be removed when consuming food or beverages. The inside of the mask should be protected and not laid on contaminated surfaces.
- are not currently required outdoors, though they are encouraged, especially in group settings.

Acceptable masks/face coverings are as follows:

- Cloth face masks, such as handmade/sewn cloth masks;
 - Cloth masks should be properly cleaned on a regular basis and manufacturer directions on care should be followed.
 - Cloth masks should be discarded and replaced if worn or frayed; or
- Disposable face masks, such as non-medical grade paper or procedure masks; or
- Buffs/neck gaiters if they include a replaceable filter; or
- Transparent face shields may only be used instead of masks when an individual is engaging in work where wearing a face mask would create a safety risk to the individual or if an individual has a medical condition which does not allow them to wear a mask/face covering (identified above). These individuals must obtain an exemption from either Human Resources (employees) or Health Services (students)

The following face coverings are not acceptable:

- Bandanas
- Scarves
- Crocheted masks
- Vented face masks
- Buffs/neck gaiters that are single ply

Student athletes officially practicing or competing in an outdoor environment do not have to wear masks when active. Masks are required to be worn indoors by all individuals –

vaccinated and unvaccinated - when on the sidelines or in other common areas. This includes traveling in vehicles to and from practices and/or competitions.

PHYSICAL DISTANCING

COVID-19 spreads mainly among people who are in close contact (within about 6 feet) for a prolonged period (15 minutes or more over a 24 hour period). Spread happens when an infected person coughs, sneezes, or talks, and droplets from their mouth or nose are launched into the air and land in the mouths or noses of people nearby. The droplets can also be inhaled into the lungs. Students and employees are encouraged to physically distance when possible and avoid crowded places.

PERSONAL HYGIENE

Simple hygiene measures can help protect student and employee health. Viterbo University recommends employees and students:

- wash hands often with soap and water for at least 20 seconds.
- use hand sanitizer with at least 60% alcohol if soap and water are not available.
- avoid touching eyes, nose, and mouth with unwashed hands.
- cover their mouths and noses with a tissue when coughing or sneezing or use the inside of their elbow.
- throw used tissues in the trash and immediately wash hands with soap and water for at least 20 seconds.
- keep distance from others when possible.
- clean and disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs. To disinfect, use products that have been provided by Physical Plant. Employees are responsible for their personal workspaces and students are responsible for their on-campus residences.

CLOSE CONTACTS

For the purpose of this policy, a close contact is defined as a person who:

- was within 6 feet of the sick or confirmed positive individual for more than a total of 15 minutes in a 24-hour period while the person was infectious,
- shared a common work or learning space for a prolonged period of time, or
- was in a space where either party was not wearing a face mask or appropriate PPE at the time of contact.

Viterbo employees or students who are identified as close contacts will be notified via phone (if no record of COVID-19 vaccination is on file with the University) or by email (if record of vaccination is on file with the University) by Health Services or Human Resources; if a close contact is determined to require testing, they will be asked to quarantine immediately. Close contact information may be shared with La Crosse County Health Department. If the local health department deems the individual is at an elevated risk due to prolonged exposure or other factors, the close contact may be contacted by the local health department as well.

PROTOCOL FOR A COVID-19 POSITIVE TEST RESULT

- Individuals who test positive for COVID-19 must isolate for a minimum of 10 days, even if asymptomatic, and may complete classes online during their isolation.
- Viterbo will initiate the standard contact tracing sequence to identify any other affected individuals.
- Faculty will work with students to provide alternative modes of course content delivery and adjusted timeframes so the student can complete the course successfully.
- In collaboration with the COVID Response Team and La Crosse County Health Department, a decision will be made regarding temporarily ceasing face-to-face work or classes. Note: communication flow from local health department(s) may occur simultaneously with communication flow from Viterbo. The student or employee may receive communication through their health care provider and/or local county health department of confirmation of positive test or exposure to person who tested positive for COVID-19.

PROTOCOL FOR EXPOSURE TO A PERSON WITH COVID-19

WHEN VACCINATED, individuals determined to be a close contact of a positive case will not be required to quarantine if asymptomatic, but should monitor symptoms daily. If symptoms develop, individuals should begin quarantining and contact Health Services 608-796-3806 (students) or Human Resources 608-796-3930 or 608-796-3931 (employees) immediately for further instructions.

WHEN UNVACCINATED, individuals determined to be a close contact of a positive case should begin quarantining immediately contact Health Services 608-796-3806 (students) or Human Resources 608-796-3930 or 608-796-3931 (employees) immediately for further instructions.

PROTOCOL FOR A COVID-19 NEGATIVE TEST RESULT

Even though an employee or student has tested negative, it is possible that they still have COVID-19. This happens when the level of virus from the place their sample was taken, for example their nose, isn't high enough. For this reason, the employee or student should be quarantined until they have had no fever with a substantial improvement in symptoms without medication for 24 hours AND they receive approval from either Health Services (students) or Human Resources (employees). Isolation means the employee or student cannot leave their isolation space and should separate themselves from any other household members in every way possible. They can be discharged from isolation once the above-listed criteria are met. If symptoms worsen, call Health Services (students) or Human Resources (employees); employees should also call their medical provider for retesting.

RETURN TO CAMPUS

Students and employees who are ending their quarantine or isolation period may return to campus upon authorization from their health care provider to return to normal campus

activity AND approval from Human Resources (employees) or Health Services (students).

- Guidance for return from isolation for a student/employee who tests positive for COVID-19 who meets all of the criteria below. Return will occur once the student/employee:
 - is at least 10 days from the start of symptoms but potentially longer (per La Crosse County Health Department recommendation); and
 - is fever-free (<100.4 degrees) and improvement in other symptoms for at least 24 hours without the use of fever-reducing medication.
- Guidance for return from isolation for a student/employee who is symptomatic but tests negative who meets all of the criteria below. Return will occur once the student/employee:
 - is fever-free (<100.4 degrees) for at least 24 hours without the use of fever-reducing medication; and
 - feels sufficiently well to attend class or go to work.
- Guidance for return from quarantine for a student/employee who was exposed through close contact who meets all of the criteria below. Return will occur once the student/employee:
 - if unvaccinated, has gone at least 14 days after last contact with sick person or 14 days after ill person is well, if student/employee is unable to completely separate from ill person during quarantine; and
 - is symptom free for at least 24 hours without fever-reducing medication.

COMMUNICATION

In collaboration with the COVID-19 Response Team, CDC guidance, DHS recommendations, La Crosse County Health Department, and other reputable sources, university leadership will determine appropriate college-wide and/or public notifications. This policy is effective August 23, 2021 and will remain in effect until further notice. The situation with COVID-19 is fluid and thus this policy is subject to change at any time. Changes to this policy may occur at any point. Visit www.viterbo.edu/covid-19 for the most updated policy. Employees who have questions or concerns with this policy should contact Human Resources (humanresources@viterbo.edu, 608-796-3930/3931). Students who have questions or concerns with this policy should contact Kirsten Gabriel, Interim Assistant Vice President for Student Life and Dean of Students (kkqgabriel@viterbo.edu).

DEFINITIONS AND IMPORTANT NUMBERS

- **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.

IMPORTANT PHONE NUMBERS:

Viterbo University Health Services.....608-796-3806
Viterbo University Human Resources.....608-796-3930 or 608-796-3931
Viterbo University Counseling Services608-796-3808
La Crosse County COVID Hotline.....608-785-6240

Gundersen Nurse Advisor Line1-608-775-4454
Mayo Nurse Advisor Line.....1-608-785-0940 (ask for the nurse line)
FEI-Employee Assistance Program.....www.feieap.com/1-800-638-3327

Completion of Worker's Compensation paperwork does not guarantee coverage of claim.