

Human Resources and Business Operation Protocols

Health & Safety

Northwest Mississippi Community College is committed to minimizing the risks of COVID-19 infection, and the spread among all members of our College community. While the introduction of the COVID vaccines has significantly reduced the risk of infection, it remains vital that we continue to take personal responsibility for our own health AND understand how our actions affect the health of our community. Our commitment to maintaining the health and safety of our employees and students is particularly important. Please note that due to the ever-changing nature of the pandemic, these plans may change and modifications to these plans may take place periodically.

COVID-19 Definitions

Isolation – Isolation refers to the time period that an infected person with COVID-19 must spend alone, away from others, to prevent the transmission of the disease. Regardless of vaccination status, you should isolate yourself from others when you have COVID-19.

Quarantine – Quarantine is no longer required but continue to monitor symptoms.

Infectious Period – The infectious period is two days (48 hours) prior to symptom onset (or a positive test if no symptoms are apparent at the time of diagnosis).

Ongoing Evaluation by the College

A COVID-19 Task Force meets as needed to monitor infection data for the College and local communities to enable rapid decision-making in the case of community spread. The College maintains direct lines of communication with health care providers, the Mississippi State Department of Health, and local emergency management agencies in order to adapt to any newly offered guidance.

Cleaning and Sanitization

All campus custodial staff have been trained on enhanced cleaning and sanitization procedures. All classroom facilities will be deep cleaned on a regular basis. High-touch areas will be cleaned frequently. When positive cases arise, additional cleaning and disinfecting will occur as needed.

About COVID-19

The most current information about the virus may found at the following sites:

[Centers for Disease Control and Prevention \(CDC\)](#)
[Mississippi Department of Health](#)

Reporting COVID-19

Employees who test positive for COVID-19 must self-report a case in [Oracle Health and Safety](#).

We strongly encourage that the Oracle app be downloaded to your smart phone. However, if you do not have a smart phone, you may complete the safety incident report from a desktop computer. If you do not have a computer or smart phone, please contact your immediate supervisor and/or Human Resources Office to report your incident.

Employees experiencing any or a combination of COVID-19 symptoms should consult their doctor or a medical provider. Employees who test positive for COVID-19, must not report to work unless cleared by their doctor or medical provider and/or have isolated for five (5) days and is fever free for at least 24 hours.

Instructions with step by step screenshots on how to download the Oracle App and how to enter an incident for [Oracle Health and Safety](#) can be found on our website. When entering an incident in [Oracle Health and Safety](#), please provide and/or attach test results.

Face Coverings for Employees

Masks are not required on Northwest Campuses, except healthcare settings (Northwest Wellness Clinic). However, the wearing of a well-fitting mask is highly effective at preventing the spread of the coronavirus including its variants.

Isolation Guidance

CDC's new guidance removes the recommendation that individuals who are not up to date on COVID-19 vaccinations should quarantine. All individuals with known exposures should mask for ten days from the date of exposure when around others.

Regardless of vaccination status, if you test positive for COVID-19:

- Isolate at home for a minimum of five (5) days from onset of symptoms (or from date of test if you are asymptomatic) and avoid contact with others.
- On Day 5 (with date of positive test being Day 0), if your symptoms have resolved, you may return to work, but must mask around others for five (5) additional days.
- If at Day 5 you still have a fever, or your symptoms aren't resolving, remain in full isolation and avoid contact with others until the above conditions exist, symptoms have improved and you are fever free or until you have completed a full 10 days of isolation.
- For individuals interested in shortening the masking requirement, you may take a rapid antigen test twice, 48 hours apart from one another after day 5. If your first rapid test on or after Day 5 is negative, you may test again (at least 48 hours apart later) and if that test is also negative, masking is no longer required. This potentially shortens your masking period by two (2) days.

If you were exposed to someone with COVID-19,

- Mask around others for ten (10) days from the date of exposure (date of exposure being Day 0).
- Test on Day 5, if possible.
- CDC Guidance no longer recommends quarantine for individuals who are not up to date on their vaccinations.

Absences Related to COVID-19

Remote work is not an option for absences related to COVID. Employees that are unable to work and isolated because of COVID related issues must use their available sick or personal leave to cover absences.

NWCC Health and Wellness Clinic

The NWCC Health and Wellness Clinic continues to offer COVID-19 testing on campus. The clinic is located on the Senatobia Campus in the Veazy Building. Hours of operation are below:

NWCC Health and Wellness Clinic
215 Northwest Drive
Senatobia, MS 388668
(662)562-3510

Office Hours:
Monday- Friday 8 A.M. – 5 P.M.
Closed Noon - 1 P.M. FOR LUNCH
WALK-INS WELCOME

Frequently Asked Questions

1. I have been exposed to someone who has tested positive for COVID, what should I do?

CDC's new guidance removes the recommendation that individuals who are not up to date on COVID-19 vaccinations should quarantine. All individuals with known exposures should mask for ten (10) days from the date of exposure when around others.

If you were exposed to someone with COVID-19,

- Mask around others for ten (10) days from the date of exposure (date of exposure being Day 0).
- Test on Day 5, if possible.
- CDC Guidance no longer recommends quarantine for individuals who are not up to date on their vaccinations.

2. I have a household member that is confirmed positive or symptomatic, what should I do?

CDC's new guidance removes the recommendation that individuals who are not up to date on COVID-19 vaccinations should quarantine. All individuals with known exposures should mask for ten (10) days from the date of exposure when around others.

If you were exposed to someone with COVID-19,

- Mask around others for ten (10) days from the date of exposure (date of exposure being Day 0).
- Test on Day 5, if possible.
- CDC Guidance no longer recommends quarantine for individuals who are not up to date on their vaccinations.

3. I have been confirmed positive with COVID-19, what should I do?

Do not report to work and notify your immediate supervisor and log the incident in [Oracle Health and Safety](#) (refer to appendix for instructions). Attach any medical notes, results, etc. to the incident report in Oracle.

Individuals who test positive for COVID-19 will be excluded from the college setting and remain in isolation for a full 5 days from the date of the positive test and are fever free for 24 hours.

4. What if I have symptoms of COVID-19, what should I do?

Do not report to work and notify your immediate supervisor. You should seek further medical guidance. All students, faculty, and staff who have symptoms of any infectious illness, regardless of vaccination status, should stay home from school and be evaluated by their healthcare provider.

Students, faculty, and staff should not be allowed to return to college setting until symptoms have improved and is fever free for at least 24 hours, or if COVID-19 is diagnosed, until the isolation criteria for return has been achieved.

5. Can I work remotely while in isolation?

Remote work is not an option for absences related to COVID. Employees that are unable to work and are isolated because of COVID related issues must use their available sick or personal leave to cover absences.

6. Does these protocols and guidelines apply to Monkeypox?

No, the protocols and guidelines outlined only apply to COVID-19.

For more information about Monkeypox visit:

<https://www.cdc.gov/poxvirus/monkeypox/about/faq.html>

Appendix I

Installing the Oracle Mobile Application For Apple and Android Devices

Instructions for an iPhone:

1. Go to the App store on your mobile device. Search for Oracle HCM Cloud application. **GET** the application and install it on your mobile device



2. Open the application.
3. Click '**AGREE**' on the End User License agreement
4. Enter the below environment information and click **Let's get started**.

emor.fa.us2.oraclecloud.com

5. You will be asked if you want to receive notifications. You may choose either 'allow' or 'don't allow'
6. The Oracle logon page will display. Click **Company Single Sign-on**.
7. The NWCC network login page will display. Enter your NWCC email address and network password (active directory password that you use to log in to your NWCC PC)
8. Some helpful tips will display. Please read and then click **Got it**.



Incident Management
For All employees

Intro

Purpose:

To enter COVID incident reports and tasks in Oracle, including:

- Contact with someone with COVID-19
- Contracted COVID-19
- Have symptoms that may be related to COVID-19

How to Access:

From the Home page in Oracle, click on Safety Incidents.



Helpful Hints:

Be sure to keep in mind that...

- You need to fill out this form if you have contracted COVID-19.

1. Have you been recently diagnosed with COVID-19 within the last 5 days?

YES NO

If yes, do you still have symptoms and are still within the 5-day isolation period?

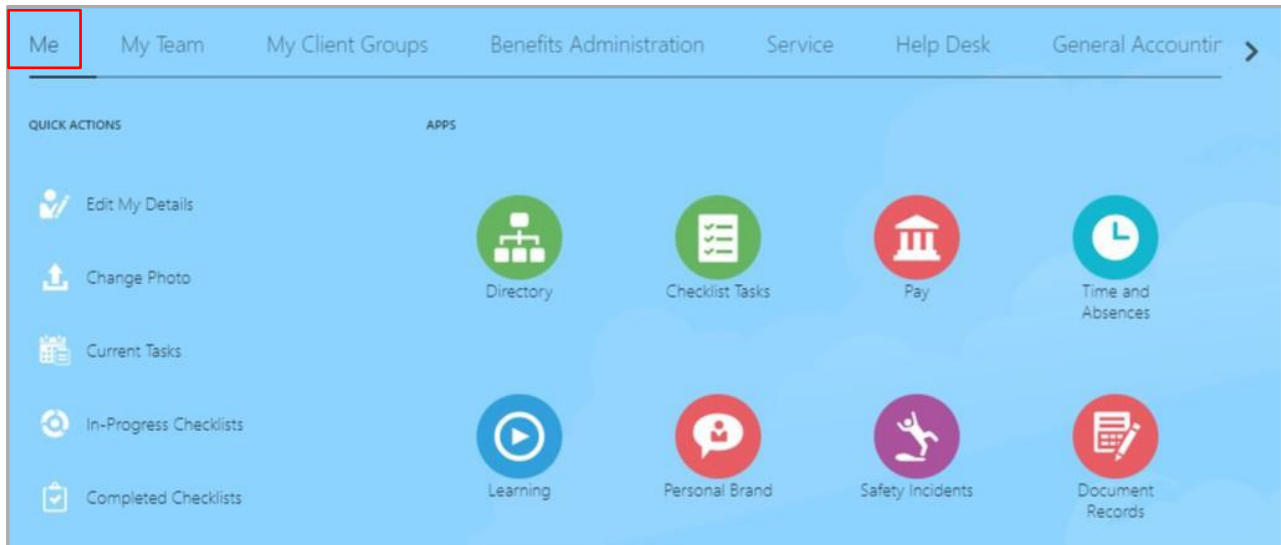
YES NO



Input COVID-19 incident

Follow these instructions to input an incident:

1. Access the Safety Incident by clicking on Me.



2. Choose the **Safety Incidents** Tile.





3. Click on **Virus, Illness, or Injury**. Click **Continue**.

Report an Incident Continue Cancel

What type of incident did you experience?

<input type="checkbox"/> Air Quality	<input type="checkbox"/> Ergonomic	<input type="checkbox"/> Fire or Explosion
<input type="checkbox"/> Near Miss	<input type="checkbox"/> Notice of Violation	<input type="checkbox"/> Property Damage
<input type="checkbox"/> Spill or Release	<input type="checkbox"/> Suggestion for Improvement	<input type="checkbox"/> Unsafe Act
<input type="checkbox"/> Unsafe Condition	<input type="checkbox"/> Vehicle Incident	<input checked="" type="checkbox"/> Virus, Illness, or Injury

5. Fill in required information notated with an asterisk (*) and any addition fields you can.
- a. What's the incident?
 - b. Provide more details
 - c. Actions already taken

1 Incident Details

*What's the incident?
I believe I was exposed to COVID-19

Provide more details

Actions already taken



- Reporting. Use dropdown arrow for options (Required) NOTE: On the mobile app – the choices will appear at the bottom of the screen for you to choose from

Computer

*Reporting

Actively being monitored** due to high risk

Confirmed** as having COVID-19 virus

Recently in contact with person who has been confirmed to have COVID-19

Symptoms of COVID-19

You believe you are not exposed

Mobile

12:21

Cancel Submit

1 Incident Details

Actions already taken

*Reporting Reporting

Physician's Note
** Physician note required. Attach a physician's note under attachments, if you are Confirmed or Actively being monitored. **

Done

Actively being monitored** due to high risk

Confirmed** as having COVID-19 virus

Recently in contact with person who h..

Symptoms of COVID-19

You believe you are not exposed



- Travel
- Date diagnosed/symptoms/monitoring began/exposure (mm/dd/year)
- If exposed, where/how exposed.
- Level of Severity. Use your best judgement. This may also be adjusted by HR after you submit based on your answers. Use dropdown arrow for options. **NOTE:** On the mobile app – the choices will appear at the bottom of the screen for you to choose from
- If it was it on site choose the Campus location and the address will be completed for you. If you choose Off-site please fill in the Address and location to the best of your ability. **Click Continue.**

Level of Severity
No Effect on Safety

Was it on-site or off-site?
On-site

Select Campus
01-SENATOBIA

Address
4975 Highway 51 North
SENATOBIA, MS 38668
UNITED STATES

*Where exactly?
In the Financial Aid Office

Continue

Was it on-site or off-site?
Off-site

Type
Public

*Address Line 1
152 Madison Ave.

Address Line 2

Postal Code
38103

*City
Memphis

*State
TN

*Country
United States

*Where exactly?
Eating at table at The Brass Door

Continue



6. Fill in **Who's Reporting This Incident** screen. Use dropdown arrows to choose options. Choose calendar on **When did it happen?** to fill in date. You can search by last name to find your supervisor. Click **Continue**.

2 Who's Reporting This Incident?

Incident Reporter: Employee

Name: MIRIAM ROWAN

When did it happen?: 09/30/2020 3:10 PM

Notification Time: 09/30/2020 3:10 PM

Who was notified?: AMY LATHAM

Continue

7. Upload any attachments (if applicable) and Click **Submit**

Report an Incident

1 Incident Details [Edit]

2 Who's Reporting This Incident? [Edit]

3 Attachments

Drag files here or click to add attachment

Submit Cancel

By following the instructions, you have now submitted an incident report.