

COVID-19 Guidelines

The purpose of these guidelines is to establish procedures for faculty, staff, students, and visitors on returning to campus during the COVID-19 pandemic.

Definitions

COVID-19: A human disease condition caused by novel coronavirus. People with COVID-19 have a wide range of symptoms ranging from no observable symptoms, mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. The Centers for Disease Control and Prevention (CDC) have identified the following symptoms as possible indications of COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Fever (100.4 F or higher)
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

Other less common symptoms have been reported including gastrointestinal symptoms like nausea, vomiting, or diarrhea. This list does not include all possible symptoms and may be updated by the CDC.

Procedures

I. COVID-19 Guidelines for Employees

- a. Austin Peay State University (APSU) is committed to providing faculty, staff, students, and visitors a safe environment despite the COVID-19 pandemic. As such, APSU will monitor-- to the extent possible-- on-campus activities to ensure the safety and well-being of individuals as APSU opens the campus responsibly.
- b. Employees must take personal responsibility in following the recommended CDC COVID-19 guidelines.
- c. Employees must be free of any COVID-19 related symptoms to be on campus.
- d. An employee displaying any COVID-19 symptoms will be asked to leave campus immediately and seek medical care and/or COVID-19 testing as soon as reasonably possible. Failure to seek medical care or COVID-19 testing may impact an employee's ability to receive leave under the Families First Coronavirus Response Act. Depending on the employee's specific circumstances, the employee may telework (where applicable) or utilize leave as established under Families First Coronavirus Response Act, annual or sick leave, or unpaid leave.
- e. An employee displaying symptoms will be required to self-quarantine as outlined in the CDC guidelines and will return to work according to CDC guidelines. Depending on the employee's specific circumstances, the employee may telework (where applicable) or utilize leave as established under Families First Coronavirus Response Act, annual or sick leave, or unpaid leave.

- f. Employees who have been within six (6) feet or less for ten (10) minutes or more of an individual who tests positive for COVID-19 or has been in direct contact with infectious secretions of a positive COVID-19 case must follow the mandatory CDC recommended quarantine period and seek COVID-19 testing. The current recommended period is 14 days. Depending on the employee's specific circumstances, the employee may telework (where applicable) or utilize leave as established under Families First Coronavirus Response Act, annual or sick leave, or unpaid leave.
- g. Prior to arriving on campus each day, an employee must take his/her temperature to ensure it is below 100.4 degrees. If an employee's temperature is higher than the minimum allowed by the CDC or the employee is exhibiting COVID-19 symptoms, the employee must stay home and seek medical care and/or COVID-19 testing. The employee must also notify their chair/manager/supervisor immediately.
 - 1. Depending on the employee's specific circumstances, the employee may telework (where applicable) or utilize leave as established under Families First Coronavirus Response Act, annual or sick leave, or unpaid leave.
 - 2. Employees may be required to have their temperatures taken on campus at the beginning of each shift.
- h. Employees must truthfully respond to any prescreening questions, as defined by the State of Tennessee or CDC guidelines, upon arrival to campus. An employee who answers "yes" to any of the prescreening questions will be required to leave campus immediately and seek medical care and/or COVID-19 testing. Depending on the employee's specific circumstances, the employee may telework (where applicable) or utilize leave as established under Families First Coronavirus Response Act, annual or sick leave, or unpaid leave.
- i. Employees must practice social distancing to the greatest extent possible by maintaining a distance of at least a six (6) feet between individuals.
- j. Employees must follow all COVID-19 directives published by APSU including, but not limited to, plans of the APSU COVID-19 Task Force, notices on APSU's webpage, building and facilities signage, and other publications.

II. COVID-19 Guidelines Related to Students

- a. Students must take personal responsibility in following the recommended CDC COVID-19 guidelines.
- b. A student displaying any symptoms of COVID-19 is expected to self-quarantine immediately, in an off-campus residence if possible, and call Health Services at 931-221-7107 to arrange for medical care and/or COVID-19 testing or to seek medical care and/or COVID-19 testing off campus.
- c. A student awaiting the results of a COVID-19 test will be required to self-quarantine, in an off-campus residence if possible, until the results are reported.
- d. Students who test positive for COVID-19 must remain in quarantine, in an off-campus residence if possible, until the student is released to return to class, as determined by Health Services in consultation with CDC guidelines.
- e. Students must follow all COVID-19 directives published by APSU including, but not limited to, plans of the APSU COVID-19 Task Force, notices on APSU's webpage, building and facilities signage, and other publications.

III. COVID-19 Guidelines Applicable to Employees, Students, and Visitors

- a. Employees, students, visitors, and contractors are required to wear a cloth or surgical style mask or face covering following the guidelines of the Centers for Disease Control (CDC) in closed areas where social distancing is difficult, such as classrooms, food service venues (pick up service), common areas, and customer service offices. Outdoor areas are excluded unless people are within six feet of each other. The face covering must be worn over the nose and mouth.
- b. Remote meetings are to be utilized as much as possible to reduce physical interaction.
- c. For business that cannot be conducted remotely, employees, students, and visitors must schedule appointments with the appropriate department prior to presenting themselves at the department.
- d. Vendors and visitors should wear a cloth or surgical-style mask or face covering following the guidelines of the Centers for Disease Control (CDC). The face covering must be worn over the nose and mouth. Areas of mandatory mask wearing include, but are not limited to, campus buildings, restrooms, dining services and other shared spaces. Face coverings are not required in outdoor areas, but are highly recommended. Vendors and visitors who do not have masks will be offered a paper mask to wear while on campus grounds, in accordance with the University's guidelines for wearing face masks. In an effort to keep our community safe, these masks must be worn for the duration of the visit or business on campus.
- e. Visitors to campus buildings must be limited to those individuals who have a necessary academic/business need that cannot be addressed remotely.
- f. Family and friends are strictly prohibited from visiting employees on campus, absent a legitimate academic/business need.

IV. Violation of Guidelines

- a. Any employee who violates these guidelines will be referred to his/her supervisor for appropriate disciplinary action, pursuant to 5:029 Discipline Procedures for Non-Faculty Employees and 5:043 Employee Code of Conduct.
- b. Any student who violates these guidelines will be referred to the Dean of Students Office for appropriate disciplinary action, pursuant to 1:013 Student Code of Conduct.