



COVID-19 Operating Guidelines

Physical Distancing While on Campus

- SFSC will follow the applicable CDC guidelines and will rely on the Florida Department of Health for specific guidance:
 - Social distancing is required in all facilities at all times. Social distancing is defined as maintaining a physical distance of six (6) feet between people and limiting the times when people come into close contact with one another.
 - SFSC's classrooms and lecture halls have been adjusted to accommodate social distancing and must remain set up in this manner. A "Green" mark on chairs indicates allowable seating, whereas a "Blue X" on tables indicates seating is not allowed.
 - Congregating in buildings, restrooms, or common areas is strongly discouraged—always be courteous to others by maintaining the appropriate physical distance.
 - Face coverings (masks, face shields, bandanas, etc.) must be worn by faculty, staff, students, vendors, visitors, and students in all settings where physical distancing cannot be easily maintained. This includes all classrooms and conference/meeting rooms. Face coverings are not required in exterior areas unless social distancing is not possible.
 - Reasonable accommodations will be provided to students and employees who cannot wear face coverings due to disabling conditions. Accommodations may include participation via online classrooms/meetings, sitting apart from others, or independent study or meetings at the discretion of the instructor/supervisor.

Personal Protective Equipment and Supplies

- Masks
 - The College has purchased reusable imprinted masks for distribution. Faculty, staff, and students will each be given two (2) reusable masks for daily use, but other face coverings which cover mouths and noses appropriately may be used if preferred.
 - Hearing impaired students and their instructors will receive masks with clear panels to provide for lip reading.
- Personal Hygiene/Hand Sanitizers
 - Currently each building is equipped with wall-mounted and/or freestanding hand sanitizing stations.
 - All are encouraged to use these stations and personal hand sanitizers upon entering the buildings and following interactions with others
 - To adhere to the CDC recommendations, frequent hand washing (for at least 20 seconds) is strongly recommended (particularly during restroom visits). Hand

washing guidelines are posted in all restrooms and on bulletin boards at all campuses/centers.

- Clear plastic panels have been placed in areas where close contact avoidance is difficult due to the need to share personal information and documents.
- Plastic gloves, goggles, and other protective equipment is readily available for those in high contact or specialty areas, including those responsible for cleaning/disinfecting.
- Infrared (no contact) thermometers will be available by contacting Campus Security and in most departments/buildings to assist with assessing a student or employee's health status.

Exposure/Contact to COVID-19

What counts as close contact?

- You were within six feet of someone who has tested positive for COVID-19 for at least 15 minutes. This is the Florida Department of Health standard.
- You provided personal care at home to someone who is sick with COVID-19.
- You had direct physical contact with the person (touched, hugged, or kissed them).
- You shared eating or drinking utensils.
- They sneezed, coughed, or somehow got respiratory droplets on you.

If you've been exposed, please get tested and self-isolate until test results are known.

Reporting COVID-19 Positive Test Results

- Any employee who tests positive for COVID-19 should immediately contact his/her supervisor and the human resources director (Don Kesterson, ext. 7336) for awareness and direction. Students should contact instructors, and once notified, instructors and supervisors should contact our COVID-19 coordinator (Keith Loweke, ext. 7219) as soon as possible.

Classes/Workspaces with a COVID-19 Positive Exposure

- Once appropriate College staff have been informed that a student or employee has tested positive for Covid-19, the College will attempt to identify and notify those who were possibly exposed to the individual while at SFSC, in accordance with Florida Department of Health guidelines. Additionally, the Florida Department of Health will reach out to the individual for additional contact tracing.
- If an individual who tests positive has recently been in a classroom or office, the space will be closed to all for at least one full day (24 hours) to ensure that the virus has settled. The area will then be thoroughly disinfected. If possible, the room/area will be closed to all for seven days, allowing time for the virus to die and to then allow for routine disinfecting/cleaning.

Individuals Who Have a Fever

- Anyone with a fever (temperature of 100.4 or higher) is not permitted to be on campus unless isolated. The individual should be encouraged to get tested for COVID-19 if experiencing a fever and/or other symptoms such as coughing, shortness of breath, difficulty breathing, chills, body aches, sore throat, or sudden loss of taste or smell.

If a Student on Campus Self-Reports or is Suspected to be Ill with COVID-19:

- Instruct the student to make arrangements to leave the campus as soon as possible. Contact Campus Security immediately to assist with isolating the student from others and to ensure that our security director is aware of the incident.
 - Provide the student with the number to the local health department (see contact information below) so that they can potentially be given a COVID-19 test. Remind them that they will need to self-quarantine for fourteen (14) days following exposure. Before they can return they will have to either have a negative COVID-19 test result or have no signs of symptoms and be fever free (without any fever reducing medications) for at least one day (24 hours) following ten (10) days from when the symptoms first appeared.
- Provide the name and GID number to our COVID-19 coordinator (Keith Loweke, ext. 7219) to determine all classes in which the student is currently enrolled.
 - Once given the name and GID number of the student, staff will:
 - Find out when the student last attended each of their classes
 - Determine if the student was symptomatic and when symptoms first appeared
 - Determine if the student had close contact with others on campus
 - Determine other locations on campus that the student may have accessed (e.g., student services, Kelly's, the bookstore, etc.) and notify those with potential exposure
- If a student is determined to have COVID-19, instructors will need to provide flexibility to provide for the completion of assignments.
- A thorough cleaning/disinfecting of the area(s) involved will be performed as needed.

If an Employee Self-Reports or is Suspected to be Ill:

- The employee's supervisor should instruct the employee to make arrangements to leave the campus immediately.
- The employee and the supervisor will notify the human resources director (Don Kesterson, ext. 7336) with information and updates.
- The employee should later contact the HR director to determine the type of leave he or she may qualify for and/or if the employee's job duties allow working remotely from home.
- The last date the employee worked (on site) along with locations accessed will be verified for notification to others.

- The HR director will provide the employee with the number to the local health department for COVID-19 testing opportunities.
- The employee will need to self-quarantine for fourteen (14) days following exposure and have a negative COVID-19 test result or have no signs of symptoms and be fever free (without any fever reducing medications) for one day (24 hours) following ten (10) days from when the symptoms first appeared.

COVID-19 Testing Information:

The contact information is as follows:

- Statewide 24/7 number 866-779-6121 (COVID-19 statewide call center)
- Highlands County Health Department: 863-402-6800
 - Address: 7205 S. George Blvd., Sebring
 - highlands.floridahealth.gov
- Desoto County Health Department: 863-993-4601
 - 34 South Baldwin Avenue, Arcadia
- Florida Department of Health Hardee: 863-773-4161
 - 115 K.D. Revell Road, Wauchula