



**COVID-19 Processes and Policies for Students and Employees**  
**Updated January 3, 2023**

We provide this updated guidance for the King's College community based on continuous information from the Centers for Disease Control (CDC), the PA Department of Health (PA DOH), and the Wilkes-Barre City Health Department related to isolation, quarantine, and testing recommendations for COVID-19. Please continue to monitor the College's COVID-19 information at [kings.edu/mykings/covid-19-information](https://kings.edu/mykings/covid-19-information). The COVID-19 situation is fluid and changes may be necessary at any time throughout the academic year.

**A. GENERAL NOTES**

1. A person is deemed to be a "close contact" of a COVID-19 positive person if they were within six (6) feet of the person for more than 15 minutes within a 24-hour period.
2. Classrooms and laboratories are not considered close contacts for all in the room. Enhanced awareness of groupings are important for an individual to notify their close contacts if/when they test positive. Housemates and roommates are most likely to be close contacts.
3. Always be sure to count your days following the guidelines below from Day 0, which is the date of your positive test or when symptoms first appear.
4. Individuals are considered fully vaccinated two (2) weeks after their second shot for those who receive Moderna or Pfizer or two (2) weeks after the single dose of Johnson & Johnson/Janssen. Staying up to date with COVID boosters is strongly suggested.

**B. ALL INDIVIDUALS CONSIDERED A CLOSE CONTACT**

- a. You should wear a high-quality mask immediately upon notification of close contact status and observe for development of symptoms.
- b. If you develop symptoms, get tested for COVID-19 immediately.
- c. If you remain asymptomatic, get tested for COVID-19 after five (5) complete days have passed since the close contact exposure (Day 6).
- d. If you test negative and remain asymptomatic, you MUST still wear a high-quality mask for an additional five (5) days.

**C. ALL INDIVIDUALS WHO TEST POSITIVE**

1. Isolate for five (5) full days after a positive test result or after the first full day of symptoms appear, whichever happens earlier.
2. Report your positive test result to the SHC (for students) or to Human Resources (for employees) as soon as possible. Students should contact their instructors. SHC will notify the Office of Student Affairs when a student is

in isolation. Student Affairs will also notify the student's instructors. Human Resources will provide guidance to faculty and staff.

3. Obtain support from additional College offices, including Academic Success, Campus Ministry, and the Counseling Center, if needed.
- a. You may return to normal activities when:
  - i. You have isolated for at least five (5) complete days since the positive test result or the first day symptoms appear, as determined by college representatives **AND**
  - ii. All serious COVID-19 symptoms (e.g., fever) have been gone for at least 24 hours without the use of fever reducing medication (e.g., ibuprofen). Some symptoms of COVID-19 can linger (e.g., cough), but these symptoms do not necessarily indicate the person is contagious; **AND**
  - iii. The SHC staff provides approval for release from isolation for return to class (for students) or Human Resources provides a date of return (for employees). Continue to observe guidelines and protocols, wear a high-quality mask at all times, avoid crowded places, and attempt physical distancing for an additional five (5) days.

Please note, you do not need to quarantine unless you are **symptomatic**, OR you **test positive** and in that event you **must isolate**.

**\*Up to date with booster:** To be considered up to date, two (2) weeks must have passed since receiving the booster vaccine dose. CDC continues to encourage ALL to get vaccinated for COVID-19 and remain up-to-date as the best method to deter severe COVID-19 infection.

## D. PROCESS FOR SYMPTOMATIC STUDENTS

### 1. If a student feels sick, they should **STAY HOME**.

- a. Students who stay home should call the SHC at 570-208-5852 to partake in phone triage by a SHC professional.
- b. The SHC staff provides suggestions based on a student's answers to an extensive list of questions. Suggestions include, but are not limited to, the following:
  - i. Face-to-face evaluation in the SHC for possible COVID-19 testing or other point of care test such as strep, mono, or flu. Not all illnesses are COVID-19, and the timing of any diagnostic test is important to decrease the chance of early false negatives.
  - ii. Temporary quarantine as a "persons under investigation" (PUI) based on their symptom presentation, timing of rapid diagnostic test, need for higher level lab test, their vaccination status, and the COVID-19 situation on and around campus.
  - iii. Treatment with over-the-counter medication and monitoring of symptoms. A SHC staff member will contact the student via phone or email in 24-48 hours to assess the need for face-to-face evaluation and/or testing.
  - iv. Follow-up with their Primary Care Physician (PCP) for commuter students.
- c. If the symptoms go away and it has been determined that the student does not have COVID-19, they can resume normal activities.
- d. If the symptoms stay the same or get worse, the student is asked to contact the SHC or their PCP for further evaluation.

### 2. Important Note for Faculty and Staff

- a. Any student who contacts you and says they are ill should be advised to contact the SHC at 570-208-5852 for consultation immediately.

- b. Whether a student contacts the SHC or not, if symptoms go away or are attributed to a different illness in a short period of time, then the student has no restriction placed on them.
- c. Any student who has recently tested positive for COVID-19 and who has been allowed to return to class is no longer considered contagious according to the CDC and PA DOH guidelines, regardless of any lingering symptoms.

## **E. PROCESS FOR SYMPTOMATIC FACULTY AND STAFF**

### **1. If an employee feels sick, they should STAY HOME**

- a. Staff and Administration who must call off sick should follow our Sick Leave policy guidelines and call their supervisor prior to the beginning of their shift. If the employee tests positive for COVID-19, then Human Resources should be notified right away.
- b. Faculty must follow the protocol provided by the Office of Academic Affairs for cancellation of class or modifying the class to virtual. If the faculty member tests positive for COVID-19, then Human Resources should be notified right away.
- c. Employees should seek advice on their symptoms from their personal healthcare provider.

## **F. COMPLIANCE NOTES**

- 1. The College has clearly and consistently communicated to students and employees each of our responsibilities in connection with mitigating the spread of COVID-19 on our campus and in our community. Each of us bears responsibility for doing our part for the protection of others.
- 2. All students are required to submit either proof of vaccination and booster or an Informed Consent Waiver. Failure to comply with this requirement can result in a variety of disciplinary measures, including, but not limited to, disqualification from participating in college activities, including classes or any other on-campus activities or events.

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