

DELAWARE
TECHNICAL  COMMUNITY
COLLEGE

Mark T. Brainard, President
MEMORANDUM

TO: All Delaware Tech Employees and Students

FROM:  Dr. Mark T. Brainard, President

DATE: April 2, 2020

RE: COVID-19 Screening

This guidance supersedes previous communications and is subject to change.

In accordance with the Governor's Eighth Modification to the State of Emergency declaration, I am instituting the following screening requirements for all persons seeking entry to college buildings until further notice:

1. All employees, students, contractors or visitors shall be screened in accordance with the requirements set forth below prior to entry into any campus building.
2. Except as otherwise noted, all employees, students, contractors or visitors to any campus building will use a single point of entry that has been designated by each campus location.
 - Facilities employees will utilize the primary entrance to the facilities building.
 - Child development center employees and children enrolled at the center will utilize the primary entrance to the campus child development center.
 - Employees and visitors to the Office of the President will be screened at the main entrance to the Terry Building.
 - Except for landscapers and other individuals whose work is entirely outdoors, all contractors or consultants must utilize the main entrance designated by each campus location.
3. The screening required by this directive will occur daily. However, individuals only need to be screened once per day, and do not need to be screened upon re-entry if they leave the building or campus during the same day.

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4. All employees, students, contractors or visitors are required to take their temperature each day before arriving on campus. Parents of children enrolled in a child development center are required to take their children's temperature each morning before arriving at the center.
5. Any person with a temperature of 99.5 or greater will be denied entry.
6. Any person who does not know their temperature will be denied entry. CDC parents who do not know their child's temperature will be denied childcare services until they can provide the child's temperature.
7. Campus public safety staff will be stationed at the primary entrance to campus buildings that are open, the child development centers and the Owens Campus Facilities Building as needed and will screen entrants by asking the questions set forth in Appendix A (for child development centers) or Appendix B (all others).
8. An employee who has symptoms of respiratory infection (fever, cough, shortness of breath, severe sore throat, or muscle aches) that does not have a known cause (asthma, COPD, chronic sinusitis, etc.) will be denied entry and will not be permitted to return to work at any campus location until:
 - seven (7) days after symptoms have resolved defined as the resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); and resolution of body aches and sore throat, or
 - a doctor confirms the cause of the employee's fever or other symptoms is not COVID-19 and approves them to return to work.
9. Any person who has been in close contact (e.g., within six feet for more than a few minutes) with a person with confirmed COVID-19 infection will be denied entry and will not be permitted to return for 14 days from the time they were exposed to confirmed COVID-19.
10. To the extent practical, campus administration will work with public safety to develop curbside drop-off/pick-up of children attending a child development center.
11. Public safety staff will maintain a distance of at least six feet away from individuals who are being screened and will adhere to all other recommendations of the Centers for Disease Control and Prevention and the Delaware Division of Public Health when performing screening activities.
12. Individuals who experience symptoms of respiratory infection after entering a college building will be required to leave campus unless the symptoms are from a known cause unrelated to COVID-19.

APPENDIX A

Delaware Technical Community College Childcare Center COVID-19 Screening Questionnaire

Adults who drop off and pick up children must do so at the entrance to the facility, not the classroom.

Ask the Parent / Guardian –

1. Does the child have a body temperature at or above 99.5 degrees Fahrenheit?

If **YES**, the individual shall NOT be permitted entry.

If **NO**, proceed to the next step.

If they **DON'T KNOW**, the individual shall NOT be permitted entry until the child's temperature has been taken and the parent can state that the child's temperature is not 99.5 degrees or higher.

2. Does your child have symptoms of respiratory infection (fever, cough, shortness of breath, severe sore throat, or muscle aches)?

If **YES**, but symptoms have a known cause (asthma, COPD, chronic sinusitis, etc.), The child may NOT be admitted to childcare UNLESS there is documentation from the child's primary care provider stating that the child is not contagious or otherwise considered at risk for COVID-19 exposure.

If **YES**, or the child is otherwise symptomatic and considered at risk for COVID-19 exposure, the child shall NOT be permitted entry.

If **NO**, proceed to the next step

3. Has your child been in *close contact* (e.g., within 6 feet for more than a few minutes) with a person with confirmed COVID-19 infection?

If **YES**, the child shall NOT be permitted entry.

If **NO**, the child shall be permitted entry.

If they **DON'T KNOW**, ask if they know anyone who has tested positive for COVID-19.

If **NO**, the child shall be permitted entry.

If **YES**, ask if they have had close contact with them.

If **NO**, the individual shall be permitted entry.

If **YES**, the individual shall not be permitted entry.

APPENDIX B

Delaware Technical Community College Employee / Student / Visitor COVID-19 Screening Questionnaire

1. Do you have a body temperature at or above 99.5 degrees Fahrenheit?

If **YES**, the individual shall NOT be permitted entry.

**If the individual is an employee, advise them to contact campus HR.

If **NO**, proceed to the next step.

If they **DON'T KNOW**, the individual shall NOT be permitted entry

2. Do you have symptoms of respiratory infection (fever, cough, shortness of breath, severe sore throat, or muscle aches)?

If **YES**, but symptoms have a known cause (asthma, allergies, COPD, chronic sinusitis, etc.), individual may be permitted entry.

If **YES**, or individual is otherwise symptomatic and considered at risk for COVID-19 exposure, the individual shall NOT be permitted entry.

**If the individual is an employee, advise them to contact campus HR.

If **NO**, proceed to the next step

3. Have you been in *close contact* (e.g., within six feet for more than a few minutes) with a person with confirmed COVID-19 infection?

If **YES**, the individual shall NOT be permitted entry.

**If the individual is an employee, advise them to contact campus HR.

If **NO**, individual shall be permitted entry.

If they **DON'T KNOW**, ask if they know anyone who has tested positive for COVID-19.

If **NO**, the individual shall be permitted entry.

If **YES**, ask if they have had close contact with them.

If **NO**, the individual shall be permitted entry.

If **YES**, the individual shall not be permitted entry.

**If the individual is an employee, advise them to contact campus HR.