



Mark T. Brainard, President

MEMORANDUM

TO: All Delaware Tech employees and students

FROM:  Dr. Mark T. Brainard, president

DATE: August 16, 2021

RE: Revised COVID-19 Directives

This guidance supersedes all previous communications and is subject to change.

I am instituting the following requirements for all people seeking entry to College buildings or participation in College programs until further notice. These requirements will be operationalized on or before September 1, 2021, but are effective immediately.

SCREENING AND SELF-MONITORING:

1. Screening and self-monitoring are essential to early detection and ensuring the safety of the College community. Everyone should self-monitor prior to entering College buildings and facilities, asking themselves the following questions to identify early indicators of COVID-19:

- Do you have a fever above 100.4 degrees?
- Do you have a cough unrelated to known underlying causes (asthma, COPD, chronic sinusitis, etc.)?
- Do you have shortness of breath unrelated to known underlying causes (asthma, COPD, chronic sinusitis, etc.)?
- Do you have body aches or pains, severe sore throat, headache?
- Do you have loss of taste or smell?

A person who answers yes to any of these questions may not enter a College building or facility. Employees must follow their department's call-out procedures, and should contact their healthcare provider. Employees may be sent home by their supervisor, in consultation with Human Resources, and may be required to get tested if there is a belief that the employee has symptoms associated with COVID-19 or any of its variants. Students with symptoms associated with COVID-19 or any of its variants may be sent home by the dean of student affairs or the director of workforce development and community education and required to get tested. Employees/agents of trade contractors may be sent home by the director of facilities. Employees/agents of non-trade contractors may be sent home by the director of business services.

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2. No person who has tested positive for COVID-19 or any of its variants may enter a College campus or facility until 10 days have passed, and a health care provider or the Division of Public Health (DPH) has provided written clearance.

Medical clearance must be provided to the campus director of human resources (for employees working on a campus); the assistant vice president for human resources, or his/her designee (for employees who work at the Office of the President); the campus dean of student affairs (for students); the campus director of facilities (for trade contractors); or the campus director of business services (for a non-trade contractor).

3. No unvaccinated person who has been in close contact with someone who has tested positive for COVID-19 or any of its variants may enter a College campus or facility until 14 days have passed without the onset of COVID-19 symptoms.

Fully vaccinated individuals who have been in close contact with a person who has tested positive for COVID-19 may return to campus if they are tested within 3 to 5 days following exposure with a negative result. Otherwise, they may not enter a College campus or facility until 14 days have passed without the onset of COVID-19 symptoms.

Nursing/allied health students and faculty whose only exposure to COVID-19 or one of its variants occurs during the course of their employment in a health care facility while participating in a clinical experience or while participating in a skills lab are not disqualified from entering a College building or facility based on that exposure alone. However, this only applies if they were wearing appropriate personal protective equipment at all times when in close contact with an infected person.

For purposes of this directive, “close contact” will be defined in accordance with the most recent Centers for Disease Control and Prevention (“CDCP”) guidelines in effect at the time of the exposure.

## FACE COVERINGS

4. All individuals must always wear a face covering indoors on College premises, except as follows:

- No child under the age of two (2) shall wear a face covering because of the risk of suffocation. While the use of face coverings for those between the age of two (2) and twelve (12) are strongly encouraged if they can do so reliably in compliance with the Centers for Disease Control and Prevention guidance on “How to Wear Cloth Face Coverings,” no child under 12 years of age shall be required to wear a face covering.
- Face coverings are not required when eating or drinking or when seated at a table to eat or drink, but must be worn once an individual leaves a table for any reason.
- When individuals are speaking, reading, or singing to a live audience, and face coverings or face shields cannot be used, the speaker, reader, or singer shall face away from the audience, maintain at least 13 feet of distance between themselves and the audience, or stand behind a physical barrier or partition, such as a sneeze guard. The speaker, reader, or singer must put the face covering back on immediately after speaking, reading, or singing.

- Face coverings are not required in office buildings or meeting rooms when an individual can maintain at least six (6) feet of social distance between members of separate households, unless otherwise specified. A face covering is not required when a person is in a personal office (a single room) when others outside of that person's household are not present.
- Face coverings are not required in an outdoor space open to the public when an individual can maintain at least six (6) feet of social distance between members of separate households, unless otherwise specified.
- Face coverings are not required indoors when engaged in vigorous physical activity but must be worn while not engaged in vigorous physical activity, including weightlifting, when walking from machine to machine, or when cleaning equipment. Unvaccinated individuals are strongly encouraged to wear face coverings at all times while indoors at an exercise facility.
- Face coverings are not required when at or in a location where the person does not have a job that requires interacting with the public and at least six (6) feet of distance can be maintained between other people at all times.

5. Face coverings must fully cover the mouth and nose area and may not have offensive or inappropriate writing or graphics. The College reserves the right to require any person on College property to replace their face covering if it is deemed inappropriate, unprofessional, or unsafe. Notwithstanding the foregoing, no person shall be required to remove a face covering based on speech-related content or expression without prior authorization from the office of general counsel.

6. Signage will be posted notifying the public of the College's policy regarding the use of face coverings.

#### PROOF OF VACCINATION

7. Fully vaccinated individuals may be given privileges in the future that may not be available to unvaccinated individuals. To qualify for one or more of these privileges, proof of vaccination will be required.

For purposes of this directive, a person is considered fully vaccinated two weeks after receiving the second shot of their two-dose vaccine (Pfizer or Moderna) or two weeks after receiving their single dose of the Johnson & Johnson vaccine.

Proof of vaccination may be submitted in a digital format on a form that will be provided in the future on the College's website. The College community will be notified when the form is available. Proof of vaccination may also be submitted in person to the appropriate College official listed below:

- Employees who work on a campus may present proof of vaccination to their campus Human Resources Office. Employees who work in the Office of the President may present proof of vaccination to the assistant vice president for human resources, or his/her designee. A copy of the vaccination record shall be kept in the employee's confidential personnel file. Departmental supervisors will enforce these directives for employees under their supervision.

- Students enrolled in a credit program of study may present proof of vaccination to the Dean of Student Affairs Office for the campus at which they are attending class. Students enrolled in a non-credit program of study may present proof of vaccination to the Director of Workforce Development and Community Education Office for the campus at which they are registered. The dean of student affairs/director of workforce development and community education, or his/her designee, will verify that the individual has been fully vaccinated and note the student's vaccination status in his/her educational record. Students who are not able to obtain a vaccination due to a disability or medical condition will be noted as well. If proof of vaccination is retained, it shall be safeguarded in accordance with FERPA. The vaccination status of each student registered for their class will be provided to the instructor, and it will be the instructor's responsibility to remind students of these requirements and enforce this policy for students in their class. A student's vaccination status will be updated as needed. Students who refuse to wear a face mask or who have demonstrated a pattern of non-compliance with any of these directives should be reported to the dean of student affairs.
- Trade contractors and their employees may present proof of vaccination to the director of facilities for the campus at which they are working. The director of facilities will verify that the individual has been fully vaccinated, but shall not retain a copy of the vaccination record. The director of facilities will maintain a list of each trade contractor's employees working on site who are fully vaccinated and will be responsible for ensuring compliance with these directives. The director of facilities may have any employee of a trade contractor removed from campus for violation of this policy.
- Non-trade contractors and their employees may present proof of vaccination to the director of business services for the campus at which they are working. The director of business services will verify that the individual has been fully vaccinated, but shall not retain a copy of the vaccination record. The director of business services will maintain a list of all fully vaccinated, non-trade contractor employees working on site and will be responsible for ensuring compliance with these directives. The director of business services may have any employee of a non-trade contractor removed from campus for violation of this policy.
- Visitors will not be required or requested to provide proof of vaccination or other medical documentation.

#### REASONABLE ACCOMMODATIONS

8. Individuals who have a medical condition that makes it hard to breathe or a disability that prevents the individual from wearing a face covering or receiving a vaccination can request a reasonable accommodation to enable full and equal access to services and facilities open to the public. A requested accommodation that would endanger any third party or create any likelihood of further infection is per se unreasonable and therefore not required.

9. Requests for accommodations should be directed to the campus director of human resources for employees who work at a campus location, or the assistant vice president for human resources for

employees working at the Office of the President. Accommodation requests from students should go to the campus dean of student affairs; requests from trade contractors should go to the campus director of facilities, and requests from a non-trade contractor should go to the campus director of business services.

10. Individuals seeking an accommodation must have written documentation, such as a doctor's note, supporting a requested accommodation. This includes written documentation for any person wearing a face shield in place of, but not in addition to, a face covering.

11. The campus director of human resources/assistant vice president for human resources, campus dean of student affairs, campus director of facilities, and campus director of business services must consult with the Office of General Counsel prior to approving or denying a request for accommodation.

12. If an employee or student working on a campus Child Development Center (CDC) cannot wear a face covering due to a medical condition, documentation from the individual's health care provider is required, but the health condition does not need to be named. Documentation must be available for review upon request by DPH or the Office of Child Care Licensing. Individuals with such documentation are required to wear a face shield at all times a facial covering would be required.

#### TRAVEL

13. Employees may travel within Delaware or out-of-state in the ordinary course and scope of their employment in accordance with the College's fiscal guidelines for travel. Employees should ride alone in fleet vehicles when operationally feasible and must wear a face covering while using a fleet vehicle while others are present.

#### DENTAL HEALTH CENTERS

14. The Dental Health Centers may resume normal operations, but shall be required to follow all relevant guidance provided by the Centers for Disease Control and Prevention and/or the American Dental Association.

#### SOCIAL DISTANCING AND ENHANCED CLEANING

15. Classrooms, dining areas, libraries, computer labs, and other rooms where seating for students is provided will be configured to provide a minimum of three (3) feet between students. Students who attend class in a theater or other area with fixed seating must leave at least one empty seat between them.

16. Cleaning supplies will be available in each classroom, dining area, library, computer lab, and other rooms where seating for students is provided for students and staff to disinfect their workspaces.

17. Hard surfaces in high traffic areas will be cleaned with a disinfectant every two hours. All other areas will be disinfected daily.

## CHILD DEVELOPMENT CENTERS

18. Children under the age of two (2) must not wear a face covering because of the risk of suffocation. Children two (2) years of age through pre-kindergarten are strongly encouraged, but not required, to wear face coverings if they can do so reliably in compliance with Centers for Disease Control and Prevention guidance on “How to Wear Cloth Face Coverings.”
19. Each campus CDC must identify an area or room separated from others where a child or staff member exhibiting symptoms of COVID-19 that are not associated with other known conditions (i.e. seasonal allergies), such as fever, cough, shortness of breath, new loss of taste or smell, sore throat, aches or muscle pain, chills or repeated shaking with chills, can wait until he/she can be picked up, which should be arranged as soon as possible, or transported to a medical facility if necessary.
20. Desks, if used, must be arranged so they are facing the same direction, and must be at least three (3) feet apart. If tables are used, children must be seated a minimum of three (3) feet apart.
21. Children and staff must stay home if they are exhibiting any symptoms of COVID-19 that are not associated with other known conditions (i.e. seasonal allergies), such as fever, cough, shortness of breath, new loss of taste or smell, sore throat, aches or muscle pain, chills or repeated shaking with chills, have been confirmed to have COVID-19, or have been required by DPH to isolate or quarantine. Centers for Disease Control and Prevention guidance for quarantine and isolation may be applied for children and staff that are two weeks past their final vaccination.
22. Employees and students working in a campus CDC may remove their cloth face covering while outside, including during outdoor play, if social distancing of six (6) feet is maintained and the mask is readily available to reposition properly on the face when approaching children and others.
23. CDC staff must supervise use of face coverings by children to avoid misuse and monitor compliance.
24. The College will provide cloth face coverings to CDC staff if they do not already have them.
25. CDC employees, students, and children will have access to handwashing facilities and supplies and hand sanitizer, and must be allowed time to wash hands frequently throughout the day.
26. Social distancing of younger than school-age children is not required, but is encouraged where feasible.
27. Off-site field trips may resume, subject to the restrictions herein. Face coverings will be used by all unvaccinated children, parents, and employees while traveling in a vehicle with persons outside their immediate household.
28. Employees, students, and children who work in or attend the CDC and test positive for COVID-19 will be reported to DPH under the category of Severe Acute Respiratory Syndrome (SARS) – as SARS CoV-2 is the virus that causes COVID-19.

## CONTACT TRACING

29. Students, employees, contractors, volunteers, and children attending a CDC who have tested positive for COVID-19 are required to notify the appropriate College officials if they have entered a College building within seven (7) days from the date symptoms first appeared. Students notify their campus dean of student affairs; employees working at a campus location notify their campus director of human resources for employees; employees working in the Office of the President notify the assistant vice president for human resources; and contractors notify the campus director of facilities/campus director of business services. The parent/guardian of a child attending a CDC is required to notify their child's CDC director if their child tests positive. Contractors performing business operations such as the bookstores, food service, etc., shall notify the campus director of business services. Contractors performing work in the construction trades, including, but not limited to, architects, engineers, and construction managers, and contractors performing custodial, facility, and/or ground maintenance services shall notify the campus director of facilities.

30. An employee who receives a report that another employee, student, contractor, volunteer, or child in child care has tested positive for COVID-19 shall complete the COVID-19 reporting form found at: [https://webapps.dtcc.edu/covid\\_track/](https://webapps.dtcc.edu/covid_track/). Students should send the form to the campus dean of student affairs; employees or volunteers should send it to the campus director of human resources/assistant vice president for human resources; contractors should send it to the campus director of facilities; and parents of CDC children should send it to the campus CDC director.

31. The College will notify all persons with whom the student, employee, contractor, volunteer, or child is known to have been within close contact (as defined by the most recent CDCP guidelines in effect at the time of the exposure) during the three (3) days prior to the onset of symptoms, that they may have been exposed to COVID-19, and will clean all areas where the student or employee is known to have entered in accordance with DPH guidelines. The name of the student, employee, contractor, volunteer, or child will not be disclosed to persons who may have been in close contact with them.

## ENFORCEMENT

32. Employees and students who violate this policy will be subject to disciplinary action, up to and including termination of employment or expulsion from classes. Employees/agents of contractors may be barred from College property.