




Mark T. Brainard, President

MEMORANDUM

TO: All Delaware Tech Employees and Students

FROM:  Dr. Mark T. Brainard, President

DATE: 11/2/2020

RE: Updated COVID-19 Directives for Entry Screening, Face Coverings,  
Child Development Center Operations, Reporting, and Requests for Accommodations

This guidance supersedes previous communications and is subject to change.

In accordance with the Governor's Twenty-Seventh Modification to the State of Emergency declaration, I am instituting the following requirements for all persons seeking entry to College buildings or participation in College programs until further notice:

ENTRY SCREENING:

1. Every employee, contractor, student, visitor, or child attending a Child Development Center (CDC) will be screened with a basic questionnaire upon entry into a College building or facility. A child's parent or guardian may answer on behalf of the child. The questionnaire shall include the questions required by the Office of Child Care Licensing (OCCL) and shall be provided by the Office of General Counsel and updated as needed.
2. No person with a fever of 100.4 or greater or who is otherwise experiencing symptoms of COVID-19 may enter a College building or facility and should be advised to consult a health care professional for further guidance, and/or to obtain a COVID-19 test. A staff member, student, or child may not return until a health care provider or the Division of Public Health (DPH) has provided written clearance to return to work/childcare.
3. An employee, contractor, student, or child who tests positive for COVID-19 should isolate at home for at least 10 days from the date symptoms first appeared.

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The person may not return to the College until they have been fever-free without the use of fever-reducing medications for at least one day (24 hours) and improvement in symptoms has occurred, e.g. cough, shortness of breath, AND a health care provider or DPH has provided a letter stating that the individual has been released from monitoring.

4. If an employee, contractor, student, or child tests positive for COVID-19 and is re-tested with a negative result, the individual should consult their health care provider to determine if the situation warrants continuation of isolation. The individual must provide a return to work/childcare document by the health care provider or DPH to allow the person to return to the College.

5. Employees should consult medical professionals if desired or needed and should adhere to screening decisions made by the health care provider or DPH medical personnel as appropriate.

6. An employee, contractor, student, or child with a fever or other COVID-19 symptoms may return to work, school, or childcare if a doctor confirms the cause of the employee, student, or child's fever or other symptoms is not COVID-19 and provides a return to work/childcare document.

7. An employee, contractor, student, or child who has been in close contact with a person who has tested positive for COVID-19 within the previous 14 days will be instructed to stay at home for 14 days from the time they were exposed. If a COVID-19 test is performed with a negative result, the individual must still remain at home until the end of the 14-day period to see if symptoms develop. Employees and students who come into close contact with a person who has tested positive for COVID-19 while working in a healthcare facility and wearing appropriate PPE are not required to isolate and may return to campus buildings, facilities, and/or programs.

## FACE COVERINGS

8. Every person who enters in or upon a College property, building, or facility is required to use a face covering, 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 pre-Kindergarten is 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 shall be required to wear a face covering before they are in Kindergarten.
- Any child enrolled in Kindergarten and up to 18 years of age shall wear a face covering following the rules and requirements for adults contained in the COVID-19 State of Emergency and its modifications except when doing so would inhibit the individual's health.
- 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 at an indoor or outdoor space 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. 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 employee, contractor, or volunteer 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.

#### CHILD DEVELOPMENT CENTERS

9. All employees and students working in a campus CDC must wear cloth face coverings covering the nose and mouth while at work.

10. During nap time when children are sleeping, staff may remove the cloth face covering IF social distancing is maintained and the mask is readily available to reposition properly on the face when approaching children and others.

11. During outside play, staff may remove the cloth face covering IF social distancing is maintained and the mask is readily available to reposition properly on the face when approaching children and others.

12. All children in Kindergarten and above must wear face coverings at all times while inside the CDC except for meals, naps, or when doing so would inhibit the child's health. If outside, face coverings must be worn by children Kindergarten and above if social distancing cannot be maintained.

13. No child under two (2) years of age shall wear a face covering due to suffocation risk.

14. CDC staff must supervise use of face coverings by children to avoid misuse and monitor compliance.

15. An individual in Kindergarten or above who is not wearing a face covering in compliance with DPH guidance and the State of Emergency shall be denied entry into the CDC, if one is not available to be provided to that person.
16. The College will provide cloth face coverings to CDC staff if CDC staff do not already have them.
17. 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.
18. Social distancing of six (6) feet for school-age children shall be maintained with appropriate use of face coverings, as appropriate to the age and developmental levels of the school-age children in care and the activities being performed.
19. If the children are seated and facing the same direction, then three (3) feet between students with use of face coverings is appropriate.
20. Social distancing of younger than school-age children is not required but is encouraged where feasible.
21. All off-site field trips are discontinued until further notice.
22. 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.

#### REASONABLE ACCOMMODATIONS

23. Individuals who have a medical condition that makes it hard to breathe or a disability that prevents the individual from wearing a face covering 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. A reasonable accommodation does not include simply allowing an employee, student, contractor, or child to forgo wearing a face covering.
24. Requests for accommodations should be directed to the campus dean of student affairs if from a student; the campus director of human resources/vice president for human resources if from an employee; the campus director of facilities if from a contractor; or the campus CDC director if from the parent of a child attending a CDC.

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

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

27. A visitor who declines to wear a face covering at an indoor or outdoor space open to the public due to a medical condition that inhibits such usage shall not be required to produce medical documentation verifying the stated condition, and no such request for documentation shall be made.

28. If an employee, student, or child attending a CDC cannot wear a face covering due to a medical condition, documentation from the individual's health care provider is required but does not require the health condition to be named. Documentation must be available for review upon request by DPH or OCCL. Individuals with such documentation are required to wear a face shield at all times that a facial covering would be required.

#### NOTIFICATION OF CONFIRMED POSITIVE COVID-19 TEST

29. Students, employees, contractors, volunteers, and children attending a CDC who have tested positive for COVID-19 are encouraged to notify their campus dean of student affairs, campus director of human resources/vice president of human resources, campus director of facilities, or campus CDC director, respectively, if they have entered a College building within seven (7) days from the date symptoms first appeared. The parent/guardian of a child attending a CDC is required to notify their child's CDC director if their child tests positive.

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: [my.dtcc.edu/pdfs/covid-19-test-positive-report.pdf](https://my.dtcc.edu/pdfs/covid-19-test-positive-report.pdf) and transmit the same to the campus dean of student affairs if a student, the campus director of human resources/vice president for human resources if an employee or volunteer, the campus director of facilities if a contractor, or the campus CDC director if a child in a CDC.

31. The College will notify all persons with whom the student, employee, contractor, volunteer, or child is known to have been within close contact (defined as six (6) feet or less for a combined 15 minutes or more over a 24-hour period) 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.