



PHOENIX COLLEGE
A MARICOPA COMMUNITY COLLEGE

Contents

Face Coverings:	2
Potential Exposure:	3
When Can I Return to Campus?:	4-5
Students/Classes:	5
Travel:	6
Reporting and Follow-Up:	6
Testing:	6-7
Vaccines:	7-8
Cleaning/Disinfecting:	8
General:	9
COVID-19 Liaison:	9
Definitions:	10

Face Coverings:

- 1. Are face coverings required?** Yes, face coverings are required in indoor spaces per the Chancellor's communication dated 8/12/2021.
- 2. According to the ELC training, if someone wears an N95 mask, they must fill out an additional document per OSHA with risk management. Is this true for N99 masks or other mask types that aren't specifically N95?** Yes. This is true for any "respirator" so long as the respirator is not required as Personal Protective Equipment (PPE) under the OSHA 1910.134 Standard. N95, N99, N100, R95, R99, R100, P95, P99, and P100 are all classified as respirators. Dust masks, medical masks and the newly coined "face coverings" are not respirators and are not covered by OSHA's Respiratory Program and therefore do not require the Voluntary Use of Respirator forms to be completed. Please contact Risk Management for the Voluntary Use form. This completed form must be kept in the employee's file.
- 3. Who do I notify if employees refuse to wear a face covering?** Employees who refuse to wear a face covering when required in the workplace and who have no accommodation in place due to health-related reasons, religious reasons, or an existing disability, will be asked to leave the workplace. If an employee who is not wearing a face covering refuses to leave the workplace, a supervisor should be called to help address the situation. If the employee refuses the supervisor's request to leave, the supervisor should call the campus COVID-19 liaison. If all of the above efforts to ensure an employee wears a face covering have been unsuccessful, and the employee refuses to leave the workplace, College Police may be called. Employees who refuse to wear a face covering may be subject to disciplinary action pursuant to the Staff Policy Manual or the Faculty Agreement, as applicable.
- 4. Who do I notify if students refuse to wear a face covering?** Students may be referred for a code of conduct violation (failure to follow college policy/directives) if they refuse to wear a face covering to class (while the face covering requirement is in place), have no accommodation in place (due to religious, health-related reasons or an existing disability), and have not worked with their faculty member or college administration regarding moving to an online class. Faculty may alert their Dean or Department Chair when they encounter a student who is unwilling to wear a face covering. If a student is asked to leave the classroom because of their refusal to wear a face covering, faculty should ensure the student understands the request to leave is being made as a measure to ensure the health and safety of all students. If the student refuses to leave, faculty or the Dean or supervisor may call their campus COVID-19 liaison. Refusal to leave class after being told to leave by the faculty (due to refusal to wear the face covering) should be treated as are other classroom disruption cases, including calling College Police if necessary.
- 5. How do I store my reusable face covering?** The CDC recommends the following: Face coverings should be carefully folded so that the outer surface is held inward and against itself to reduce contact with the outer surface during storage. The folded mask can be stored between uses in a clean sealable paper bag or breathable container. Plastic bags trap the moisture inside which creates an ideal breeding conditions for germs, bacteria, and viruses.
- 6. The CDC had stated that fully vaccinated people do not have to wear face coverings or social distance. Why is MCCCCD requiring the use of face coverings?** MCCCCD executive staff has made the decision to require face coverings in indoor spaces and to require social distancing of 3 feet.

Potential Exposure:

1. **If I have had close contact with an individual who has close contact with someone with COVID-19, did I have a potential exposure and do I have to quarantine?** Typically, no. This is deemed a third-party exposure and so long as the “potentially exposed” individual is symptom-free the likelihood of a third-party exposure is minimal and even less if face covering and social distancing protocols were followed by all. If the “potentially exposed” individual is showing COVID-19 like symptoms, then you must self-quarantine.



2. **Should I notify my staff/students that they have had a potential exposure if an individual notifies me that they have had a potential exposure?** No. This is categorized as a third-party exposure and has minimal risk. See the response to Question #1 above.
3. **I live with a person who has tested positive for COVID-19? Do I have to self-quarantine?** It depends.
 - a. If you are not “fully vaccinated” then you must quarantine.
 - b. If you are “fully vaccinated” but exhibiting symptoms, then you must isolate.
 - c. If you are “fully vaccinated” and are not experiencing symptoms, then you do not have to isolate. (See the definition for fully vaccinated in the “Definition” Section of the FAQ’s)The household member with COVID-19 must self-isolate. In the home, anyone sick or infected should separate themselves from others by staying in a specific “sick room” or area and using a separate bathroom (if available). Also, see question #2 under “When Can I Return to Campus?” section.
4. **Have I had a “potential exposure” just by passing someone in the hall, office, etc. if there is not 3-6 ft. of separation?** No. A potential exposure is defined as being within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period* starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated. “Passing by” another person occurs for only a few seconds and does not meet or exceed the timeframe criteria of having an exposure.
5. **I have recently recovered from having COVID-19, and my son/daughter just tested positive. Does that mean I have to self-quarantine again?** No. People who have “recently” tested positive for COVID-19 and recovered do not need to quarantine as long as they do not develop symptoms again.
6. **I work in Healthcare and am potentially exposed to COVID + patients almost daily, does this mean that I have to quarantine each time?** Not necessarily. If you work in the healthcare industry and your exposure occurred at your job, please see [Appendix F](#). If you were notified by a family member, friend or other community-based activities then you need to quarantine, unless you are fully vaccinated.

When Can I Return to Campus?:

1. **I had a potential exposure and self-quarantined for the required 14 days. Do I need to get tested and have a negative result before I can return?** No, if you remained asymptomatic and have not had any additional exposure to someone with COVID-19 then you may return after the 14-day quarantine. No testing or a Doctor's release is required to return to campus.

2. **I live with a person who has tested positive for COVID-19? I have self-quarantined for 14 days, can I return to work/class?** There are four scenarios to take into consideration to determine when you can return. For all of the following scenarios, even if you test negative for COVID-19 or feel healthy, you should stay home (quarantine) since symptoms may appear 2 to 14 days after exposure to the virus.
 1. **Scenario 1:** (Close contact with someone who has COVID-19—will not have further close contact) – If you had close contact with someone who has COVID-19 and will not have further contact or interactions with the person while they are sick (e.g., co-worker, neighbor, or friend). **Your last day of quarantine is 14 days from the date you had close contact.**
 2. **Scenario 2:** (Close contact with someone who has COVID-19—live with the person but can avoid further close contact) - I live with someone who has COVID-19 (e.g., roommate, partner, family member), and that person has isolated by staying in a separate bedroom. I have had no close contact with the person since they isolated. **Your last day of quarantine is 14 days from when the person with COVID-19 began home isolation.**
 3. **Scenario 3.** (Under quarantine and had additional close contact with someone who has COVID-19) - I live with someone who has COVID-19 and started my 14-day quarantine period because we had close contact. What if I ended up having close contact with the person who is sick during my quarantine? What if another household member gets sick with COVID-19? Do I need to restart my quarantine? **Yes. You will have to restart your quarantine from the last day you had close contact with anyone in your house who has COVID-19. Any time a new household member gets sick with COVID-19 and you had close contact, you will need to restart your quarantine.**
 4. **Scenario 4:** (Live with someone who has COVID-19 and cannot avoid continued close contact) - I live in a household where I cannot avoid close contact with the person who has COVID-19. I am providing direct care to the person who is sick, don't have a separate bedroom to isolate the person who is sick, or live in close quarters where I am unable to keep a physical distance of 6 feet. **You should avoid contact with others outside the home while the person is sick, and quarantine for 14 days after the person who has COVID-19 meets the criteria to end home isolation.**

3. **I tested positive for COVID-19 and I have self-isolated for 10 days. Can I return to work/class?** There are two scenarios that determine when you may return:
 1. You think you have (based on symptoms) or tested positive for COVID-19 and had symptoms, then you can return after
 - 10 days since symptoms first appeared **and**
 - 24 hours with no fever without the use of fever-reducing medications **and**
 - COVID-19 symptoms have improved (for example, cough, shortness of breath)

This means that you could return in as little as ten days, but all three criteria must be met.

2. You tested positive for COVID-19 and remained asymptomatic throughout the isolation period, then you can return:

- 10 days have passed since test

Note: If you live with someone with COVID-19 or had any additional exposure to someone with COVID-19 since you've self-isolated, then you must also meet the criteria outlined in Question #2 under "When Can I Return to Campus?" section.

4. **My instructor/supervisor told me that I needed approval from Risk Management prior to returning to campus after having COVID-19. What do I need to do?** Neither employees nor students need approval from Risk Management to end their self-isolation. As long as you meet the following, criteria you may return.
- A minimum of ten days has passed since the onset of symptoms or the date of your COVID-19 test (if positive), whichever was earlier AND
 - Your symptoms have improved or completely resolved AND
 - At least 24 hours have passed with no fever (without the use of fever reducing medication).

Students/Classes:

- Is it correct that student's do not need to wear face coverings on campus?** No. The Executive staff of MCCCDC has made face coverings required in indoor spaces.
- Do students need to fill out the online reporting forms if they have had a potential exposure or if they have COVID-19?** Yes, per MCCCDC Safety Requirements all students and employees must report. If they are unable to submit the online form themselves then whomever the student contacted can fill out the form on the student's behalf. Only answer the questions that you know the answers to and enter the affected individual's information; not the person's information who is filling out the form on behalf of another.
- If a student informs their instructor of a potential exposure, does the class have to be cancelled for 2 weeks and do the other students/faculty have to self- quarantine?** No, the only time that a class may have to be cancelled or moved to remote learning is if the student has a confirmed case and they had close contact with everyone in the class. Only those that had close contact with the confirmed case may need to self-quarantine. Those that had a close contact should submit the online Potential Exposure report form and the email that they receive will help them determine if they need to quarantine.
- If a student has symptoms or tests positive for COVID-19, does the class have to be cancelled for 2 weeks?** In person classes, may need to be cancelled, but alternative forms of classes such as remote learning may be substituted for the in-person classes.
- If a student informs their instructor that they have tested positive for COVID-19 or are sick with COVID-19 like symptoms, does the class have to be cancelled for 2 weeks and do the other students have to self-quarantine for two weeks?** If the student attended classes within 48 hours of the onset of symptoms or a positive test, then yes. The class should be cancelled, those that were potentially exposed should be told to quarantine and be instructed to complete and submit the Potential Exposure online form and the Campus COVID-19 Liaison team should be notified.
- Do we need to create an Assumption of Risk (AOR) for students for returning to class that is specific to COVID-19 risks?** No. There is already a General Assumption of Risk for students. There should not be an additional one created for COVID-19.

Travel:

1. **I have an employee that that will be traveling domestically in a few weeks. Will they have to self-quarantine after their return to AZ?** It depends on whether they are fully vaccinated. The requirements for international travel can be found at <https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-during-covid19.html>
2. **If an employee or student is travelling internationally, do they have to self-quarantine upon return?** It depends on whether they are fully vaccinated. The requirements for international travel can be found at <https://www.cdc.gov/coronavirus/2019-ncov/travelers/international-travel-during-covid19.html>

Reporting and Follow-Up:

1. **Do employees/students have to submit the online report if they have had a potential exposure or tested positive for COVID-19?** Yes. Students and employees must submit the online reports even if they have been vaccinated. This enables MCCCDC to ensure the safety and health of others in the MCCCDC family.
2. **I have employee/student who informed me that they have COVID-19. Can I fill out the online reporting form for them?** Yes. If they are unable to fill out the form themselves because they are too ill or do not have access, then you may fill out the form. But, it is better if the affected individual fills out the form themselves. If filling out the form on behalf of another, please enter their information - not your information. It is important that Risk Management receives their full name, ID number, telephone number and contact email. When filling out the form for the employee or student, only answer the questions that you know the answers and leave the others blank. Risk Management will follow-up to get the additional information. Please add your name and contact information in the comment box.
3. **When does an employee/student get notified after they have submitted the online reporting questionnaire?** Immediately. Not only do the online forms ask more detailed questions, they also contain instructions for the submitter. The IT department was able to add an automated response form letter, one for each report, that is sent to the entered email address, immediately upon clicking on the submit button.

Testing:

1. **I had tested positive for COVID-19 and have self-quarantined for 14 days and I am not showing any COVID-19 symptoms. My Supervisor told me that I need proof that I am no longer COVID-19 positive before I can return to work. Can you advise?** For clarification, if you tested positive for COVID-19, then you should self-isolate not self-quarantine. Isolating means that people infected with the virus (those who are sick with COVID-19 and those with no symptoms) have no contact with people who are not infected and isolate in a separate part of the home, use different bathrooms, if possible, eat separately etc. This goes well beyond 6 ft. social/ physical distancing.

As for “proof” of not having the Coronavirus, MCCCDC does not require testing for negative results nor a Doctor’s release/note that you are clear of the virus.

2. **I was informed that I had a potential exposure to someone with COVID-19. Should I get tested?** Testing is not required. If you decide to test, it is recommended that you wait 3-5 days from the date of your last potential exposure. Testing too early can cause a false negative test result. Even if you do test negative, you will still be asked to complete the 14-day quarantine, due to the incubation period of the virus. **Receiving a negative test result will not reduce the 14-day quarantine period.**
3. **I have symptoms of COVID-19, should I get tested?** You may decide to test, but it is recommended to wait 3-5 days from the onset of symptoms due to the high percentage of false negative results. The PCR test only shows if you have enough of the virus to be detected by the sample at the time of the test. Even with symptoms, the test can provide a false negative if taken too early. Even if you receive a negative test result, please do not return to Campus until you are well.

Vaccines:

1. **Can I still contract COVID-19 after receiving the vaccine?** Yes, vaccinated people could still become infected and spread the virus to others.
2. **Can I spread the virus after being vaccinated?** Yes, vaccinated people could still become infected and spread the virus to others.
3. **I have COVID-19, can I still be vaccinated?** No. People with COVID-19 should wait to be vaccinated until they have recovered from their illness and have met the criteria for discontinuing isolation.
4. **If I receive the vaccine, do I still need to wear a mask?** Yes, MCCCCD requires all persons to wear face coverings in indoor spaces.
5. **If I received my vaccine, do I need to quarantine if I had a potential exposure?** Not necessarily. If you have only received only one dose of the vaccine, you **will** still be required to self-quarantine. If you have received both doses of the vaccine, you **will not** be required to self-quarantine only if both of the following apply:
 - Are fully vaccinated (i.e., ≥ 2 weeks following receipt of the second dose in a 2-dose series, or ≥ 2 weeks following receipt of one dose of a single-dose vaccine)
 - Have remained asymptomatic since the current COVID-19 exposure
6. **After I receive my vaccine, do I need to fill out the online reporting form if I had a potential exposure?** Yes. The questionnaire will ask a series of questions which should be answered thoroughly and truthfully. Based on your responses, Risk Management will determine the course of action. Incomplete answers/forms will result in automatic quarantine.
7. **Do I still need to fill out the online reporting form if I have vaccine symptoms after receiving my first or second dose of the vaccine?** Yes. By submitting the "Symptoms or Confirmed Case" form, Risk Management will be able to determine, based on the responses provided, whether or not the individual needs to isolate.

8. **Do I need to isolate if I have received the vaccine and experience side effects?** It depends on multiple factors including what symptoms you are experiencing, length of time between the vaccine and the onset of symptoms and the actual symptoms that presented. This is why individuals must continue to submit the online reporting form, so that Risk Management can evaluate each of these factors to determine the appropriate course of action.
9. **Have there been side effects from either of the vaccines?** Yes, side effects have been reported. The most common side effects are pain and swelling in the arm where you received the shot, fever, chills, tiredness, and headache. Other reported adverse effects can be found by running a report on the [VAERS website](#).
10. **I had COVID-19 and received the monoclonal antibody therapy, can I be vaccinated?** If you have received any form of passive antibody therapy, vaccination should be deferred for at least 90 days, as a precautionary measure until additional information becomes available, to avoid potential interference of the antibody therapy with vaccine-induced immune responses.
11. **I have an autoimmune condition; can I receive the vaccine?** Speak with your physician for more information.
12. **I heard the vaccine can cause Bell's palsy, is that true?** Per the CDC, "Cases of Bell's palsy were reported following vaccination in participants in both the Pfizer-BioNTech and Moderna COVID-19 vaccines clinical trials. The VAERS database shows over 2000 people have reported Bell's Palsy after receiving the vaccine.
13. **Is MCCCDC going to require COVID-19 vaccinations or proof of vaccination?** No, at this time there is no active discussion on requiring employees or students to have the COVID-19 vaccine.

Cleaning/Disinfecting:

1. **What are the procedures for cleaning and disinfecting when there is a potential exposure?** If you are notified by the individual that has had a potential exposure, ask them when and where they were specifically (rooms, buildings, restrooms, etc.) then contact your college COVID-19 Liaison. They will contact your Facilities department. Each college's facilities department has their own procedures based on whether the custodial staff is internal or contracted, what supplies and equipment they use, etc.
2. **What are the procedures for cleaning and disinfecting when there was a person with COVID-19 on site?** The area should be cleared of all individuals and your Facilities department should be contacted. Provide them with all information about the areas that COVID-19 positive individual came into contact with and the dates of that contact. The Facilities team will determine what cleaning and disinfecting procedures are needed, based on the information they receive, and guidelines in place.
3. **Will instructors be supplied with masks, cleaning supplies, etc. for use in face-to-face classes?** Yes. Each Facilities department has developed procedures to ensure that protective equipment and disinfecting supplies are readily available to faculty.

Note: For Phoenix College, a supply caddy is available to all employees. The caddy includes disposable masks, disinfecting spray, and paper towels. Gloves are available upon request. To obtain a supply caddy, submit a work order through the college's helpdesk system (school dude). More information can be obtained on the Operations department website.

General:

1. **Is temperature taking mandatory when I arrive to work/class?** No, employees must monitor their health daily prior to arriving at work via the Daily Self-Assessment Checklist. They do not have to physically fill out the form, nor do they have to submit it or the answers to anyone. If they answer yes to any question, they should not go to work and should contact their Supervisor/Instructor for further instructions.
2. **Can I require employees to report or provide their temperature before entering the office or workplace?** MCCCCD procedures do not require that an employee report their temperature. The employees are asked to conduct the Daily Self-Assessment Checklist and follow the instructions based upon their responses.
3. **I heard that an employee/student tested positive for COVID-19. Can you tell me who the employee is or where that person was on site? I am concerned that the employee may not remember everyone that they had contact with.** Risk Management informs those that had a potential exposure to someone with a confirmed case of COVID-19 based upon the responses (when they were on-site, where and who they had close contact with) that they provided on their form submittal. Under ADA and in the case of students- FERPA, laws, the individual with COVID-19 has the right to privacy and confidential information cannot be disclosed. This is why properly wearing face coverings and social distancing are key elements in reducing the spread of the virus.
4. **If we suspect we have been "contaminated" by a visitor and are required to self-quarantine, how could this not be considered a worker's compensation issue. If we were not required to be at work, we would not have gotten the contamination?** Under AZ workers compensation laws, COVID-19 is not typically compensable, at least for the District. It *may* be compensable in other types of industries such as healthcare or first responders, but does not apply to 99% of our operations. There are specific criteria that must be met in order for COVID-19 positive cases to be accepted as a worker compensation compensable claim such as:
 - The nature of the employment and the risk of contracting COVID-19.
 - Whether an identifiable exposure occurred at work.
 - Whether any identifiable exposure occurred outside of work.
 - The timing between an identifiable exposure and the development of COVID-19 symptoms.
 - The reliability of medical or other evidence that the work-related exposure caused the disease.Risk Management does investigate, via the online reporting and follows up with those individuals if additional information is required. Being that the District cannot determine out of work activities and practices it is unlikely that a determination could be made as to work-relatedness.

COVID-19 Liaison:

1. **I am the designated COVID-19 Liaison for a campus, what is expected of me?** COVID-19 Liaison responsibilities include:
 - a. Coordinates employee and student communications for standards, guidelines, and protocols.
 - b. Notifies Risk Management of the names of the individuals letters were sent to.
 - c. Acts as the main college contact for violations to the protocols.
 - d. Acts as the main college contact for questions about guidelines and standards.
 - e. Liaises with Risk Management for notifying affected employees/students.
 - f. Informs Facilities department of areas that need disinfecting due to COVID-19 matters.

Definitions:

1. **What is “close contact”?** Per the CDC, close contact is defined as any one of the following:
 - a. You were within 6 feet of someone who has COVID-19 for a total of 15 minutes or more
 - b. You shared eating or drinking utensils
 - c. An infected person sneezed, coughed, or somehow got respiratory droplets on you
2. **What is a potential exposure?** A potential exposure is defined as having close contact (see above) with a person with a confirmed case COVID-19.
3. **What is the difference between quarantine and isolation?** Quarantine is used to instruct individuals that have been “potentially exposed” to someone with COVID-19 to stay away from other people. Isolation physically separates people who are infected with the virus away from people who are not infected; this includes household members.
4. **What is “Third Party Exposure”?** Third-party exposure is defined having close contact with someone that has had a “potential exposure” to someone with COVID-19.
5. **What is the difference between cleaning, sanitizing, and disinfecting?**
 - Cleaning a surface removes visible debris, dirt, and dust.
 - Sanitizing a surface makes that surface sanitary or free of visible dirt contaminants that could affect your health. Sanitizing is meant to reduce, not kill, the occurrence and growth of bacteria, viruses and fungi.
 - Disinfecting a surface will “kill” the microscopic organisms as claimed on the label of a particular product.

In order to remain consistent in our messaging, everyone should use “clean & disinfect” when referring to the measures taken by the custodial staff to remove and kill COVID-19.

6. **What does fully vaccinated mean?** In general, people are considered fully vaccinated:
 - 2 weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or
 - 2 weeks after a single-dose vaccine, such as Johnson & Johnson’s Janssen vaccineIf you don’t meet these requirements, regardless of your age, you are NOT fully vaccinated.