

New Virus, New Habits:

Bobcat Employee Training Guide for a Safe University Community



TEXAS  STATE
UNIVERSITY[®]

The rising STAR of Texas

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM

December 21, 2020



Thank You

Texas State is known for its student-centeredness, with laser sharp focus on student success. Our Roadmap is our guide to preserving this personalized interaction with our students while also promoting the health and safety of faculty, staff, students, and San Marcos and Round Rock community members. The purpose of this COVID-19 training is to provide all Texas State employees with information about how to mitigate the spread of COVID-19 on our campuses, in our homes, and out in our communities. I greatly appreciate your support, flexibility, and dedication as together we strive to achieve a safe and successful fall semester.

Denise M. Trauth
President

Why must I complete this training?

- The Texas Governor's Open Texas [Minimum Standard Health Protocols](#) require that all employees and contractors are trained on numerous health and safety practices.
- This training provides all Bobcat employees with information about the importance of following these health and safety practices.
- This guide is a living document and will be updated as new information emerges. The title slide includes the date on which the guide was last updated.
- Throughout the presentation, [words in blue and underlined include hyperlinks](#) to web-based resources.
- For more information on Texas State University's procedures and public health guidance regarding COVID-19, visit the [Roadmap](#).



12 Required Health and Safety Measures

1. **Mask Up.**
2. **Make Space.** Maintain at least 6 feet of distance whenever possible.
3. **Get Tested.** Go to [TX COVID-19 Test Collection Sites](#) and [Curative, Inc.](#)
4. **Report to [Bobcat Trace](#)** if you test positive.
5. **Wash Up.**
6. **Cover Up** mouth and nose when you cough or sneeze.
7. **Clean Up.** Custodial staff have enhanced frequency and protocols for cleaning and sanitation.
8. **Check Yourself** for [COVID-19 symptoms](#) before coming on campus.
9. **Stay Home** if symptoms emerge.
10. **Optimize Ventilation** whenever possible. See [HVAC guidelines associated with COVID-19.](#)
11. **Set Boundaries.** Install physical barriers where there is significant face to face interaction.
12. **Request Additional Modifications.** If you are at higher risk for complications [as defined by the CDC](#), you can [request additional modifications](#) beyond those already in place.

Mask Up | Face Coverings

- Cloth face coverings are required indoors at all times except when you are alone in a private office or eating in a dining facility.
- Cloth face coverings are required outdoors on Texas State campuses unless you are alone or able to maintain at least 6 feet of physical distance from any other person.
- Face coverings should cover the mouth **and nose**.
- Contact your dean or department head to acquire mask(s) if needed.
- Visit the [Face Coverings & Masks](#) page for more information.



**SHOW YOUR RESPECT.
MAKE SURE YOU PROTECT.**

Mask Up
What are good masks?

- CLOTH MASKS WITH 2+ LAYERS
- COVERS NOSE AND MOUTH
- SNUG FIT ON FACE AND CHIN
- VALVED MASKS = NOT OK

KNOW RESPECT SHOW

TXST #TXSTrespect



Wash Up | Hand Hygiene

- [Wash your hands](#) often with soap and water for at least 20 seconds.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Hand sanitizers are available on both campuses at centrally located refill stations and dispensing stations.
- Students have been issued personal refillable hand sanitizer misters.

Clean Up | Appropriate Cleaning and Disinfection

Custodial Services will:

- Spray classrooms nightly with an FDA-approved hospital-grade sanitizer.
- Spray shared spaces and private offices regularly.
- Focus manual cleaning and disinfecting efforts on high-touch areas.

Note. Most deep cleaning and spraying is performed between 2 a.m. and 7 a.m. and then checked for compliance with cleaning and disinfection protocols.

Clean Up | Appropriate Cleaning and Disinfection

Self-Cleaning Options

- Instructors are not required to clean classrooms, but cleaning supplies are available in each classroom should the immediate need arise.
- Department heads may order additional supplies for offices through the university, including cleaning cloths, disinfectant spray, face masks, reusable spray bottles, and plastic wrap for public-use keyboards.
- Stay informed on the university's [cleaning and disinfection](#) protocols and plans.



Check Yourself | Conduct a Daily Self-Assessment before heading to campus

Stay at home if sick and call your healthcare provider for evaluation and testing:

- If you have any one of the following symptoms:
 - Fever ($\geq 100.4^{\circ}\text{F}$)*
 - Cough
 - Shortness of breath
 - New loss of taste or smell
- **Or** if you have least two of the following symptoms:
 - Chills
 - Fatigue
 - Muscle or body aches
 - Headache
 - Sore throat
 - Sinus congestion or runny nose
 - Vomiting or diarrhea

*Use a thermometer to check temperature daily and whenever you feel ill.



Positive Cases and COVID-19 Reporting

If you think you might be sick based on the results of your [Daily Self-Assessment](#), you are expected to:

1. No go to work and call your supervisor.
2. Contact your healthcare provider or the Student Health Center at 512.245.2161 for evaluation and testing for COVID-19.
3. [Self-isolate](#) while you wait for test results.
4. If your test comes back positive, report to [Bobcat Trace](#) and provide information on any close contacts during your infectious period.
5. Contact tracers will instruct you on how long you will be required to isolate.
6. Depending on the nature of their work, employees in isolation may be able to work remotely.

Note. Visit the [COVID-19 Reporting Processes](#) for additional guidance.



Close Contacts and COVID-19 Reporting

Generally, speaking, a close contact is any individual who was within 6 feet of an infected person for a cumulative total of 15 minutes (or more). However, contact tracers will determine whether you are a close contact. (Note. If you are identified as a close contact by an off-campus agency, then Report your status as a close contact or positive case to [Bobcat Trace](#).)

1. You will likely be quarantined for up to 10 days.
2. You will be asked to contact your healthcare provider or the Student Health Center at 512.245.2161 for evaluation and testing for COVID-19. Even if your test comes back negative, you will still need to [quarantine](#) for time period determined by the contact tracers.
3. If your test comes back positive, then contact tracers will identify your close contacts and notify them of the need for quarantine and testing.
4. You will need to contact your supervisor. Depending on the nature of their work, employees in isolation may be able to work remotely.

Note. Visit the [COVID-19 Reporting Processes](#) for additional guidance.



Returning to Work After Self-Isolation

Do not return to work until:

- You complete your isolation period, and
- You are fever-free for 24 hours without fever-reducing medication, and
- Your symptoms are improving.

Note: You are not required to produce a negative COVID-19 test prior to returning to work following your isolation period.

Bobcat Trace Self-Reporting

- The [Bobcat Trace - Self-Reporting Contact Tracing System](#) is a confidential system used to identify people who may have been exposed to a member of the Texas State University community with COVID-19.
- The university expects all faculty, staff, and students who test positive for COVID-19 or who are identified as a close contact to report in the [Bobcat Trace web application](#).
- This secure web application will facilitate our contact tracing efforts and help us monitor the incidence of COVID-19 on our campuses.

COVID-19 Supervisor and Faculty Questions

- [COVID-19 Supervisor and Faculty Questions](#) is a resource for supervisors and faculty who have questions about a COVID situation in their class, area, or department.
- Questions should pertain to topics such as positive and close contact cases, as well as infectious, isolation, and quarantine periods.
- The university's contact tracing team responds to questions submitted by supervisors and faculty.



Compliance and Enforcement

- [Roadmap](#) includes a webpage dedicated to [compliance and enforcement](#).
- Noncompliance with the university's health and safety measures will be handled through existing [staff discipline](#), [faculty discipline](#) and [student judicial](#) processes.
- For not following health and wellness measures:
 - For a student, complete the Dean of Students Office [Code of Student Conduct Referral Form](#).
 - For a staff employee, contact the staff employee's supervisor, or contact the [Office of Human Resources](#) if the supervisor is unknown or unavailable.
 - For a faculty member, contact the faculty member's department chair or school director, or the [Office of the Provost](#) if the supervisor is unknown or unavailable.

Wellness

- **Healthy habits are encouraged:**
 - Stay physically active
 - Practice mindfulness and stress management techniques
 - Eat healthy
 - Get enough sleep: 7 to 9 hours per night for most adults
 - Stay connected with family and friends
- For more information, visit the [COVID Wellness Resources website](#).

Helpful Resources

- For more information about COVID-19 on campus, please visit [COVID-19 Health Resources](#).
- Dr. Emilio Carranco is director of the Student Health Center and Texas State's primary COVID-19 liaison responsible for communicating and coordinating with the local public health department and emergency management agencies.
- The [Student Health Center](#) is responsible for COVID-19 testing, Bobcat Trace, contact tracing and responding to supervisor and faculty questions about COVID-19 situations in classrooms and departments. If you have any questions or concerns about any of these services, you can contact Dr. Carranco at ec05@txstate.edu or by calling 512-245-2161.