New Virus, New Habits:
Bobcat Employee Training Guide for a Safe University Community

TEXAS STATE UNIVERSITY
The rising STAR of Texas

August 17, 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.
10 Required **Health and Safety Measures**

1. **Mask Up** | Wear a required cloth face covering.
2. **Make Space** | Maintain 6 feet of distance whenever possible. Review the [Physical Distancing Measures](#) recommended on the Roadmap.
3. **Wash Up** | Practice proper hand hygiene.
4. **Cover Up** | Respiratory etiquette. Remember to cover your mouth and nose when you cough or sneeze. Review the [CDC guidance](#) on covering coughs and sneezes.
5. **Clean Up** | Custodial staff are enhancing frequency and protocols for cleaning and sanitation.
6. **Check Yourself** | Perform a self-assessment each day before coming on campus.
7. **Stay Home** | Stay home if symptoms emerge.
8. **Optimize Ventilation** | Maximize fresh air in spaces whenever possible. See [HVAC guidelines associated with COVID-19](#).
9. **Set Boundaries** | Install physical barriers where there is significant face to face interaction.
10. **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.

**Take the Bobcat Pledge!**
Mask Up | Face Coverings

- Cloth face coverings are required indoors at all times except when alone in a private office or eating in a campus 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.

- Visit the [Face Coverings & Masks](#) page for more information.

- Contact your dean or department head to acquire mask(s) if needed.
• **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 will be made available on both campuses at 25 centrally located refill stations and 250 dispensing stations.

• Students will be 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 will be available in each classroom should the immediate need arise.

• Department heads have been contacted about ordering additional supplies for offices through the university. Items available for offices include 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 (≥100.4°F)*
  - Cough
  - Shortness of breath

- Or if you have least **two** of the following symptoms:
  - Chills
  - Fatigue
  - Muscle or body aches
  - Headache
  - Sore throat
  - Sinus congestion or runny nose
  - New loss of taste or smell
  - 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:

1. Do not go to work.

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 tests come back positive, self-isolate for 10 days from the start of symptoms.

5. Report your positive case to Bobcat Trace and provide information on any close contacts during your infectious period.

Note. Visit the COVID-19 Reporting Processes for additional guidance.
Close Contacts and COVID-19 Reporting

A close contact is any individual who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated.

1. Do not go to work. **Quarantine** for 14 days

2. Contact your healthcare provider or the Student Health Center at 512.245.2161 for evaluation and testing for COVID-19.

3. Even if your test comes back negative, you will still need to **quarantine** for 14 days since last contact with the infected person.

4. If your test comes back positive, then your close contacts will be notified of the need for quarantine and testing.

5. Report your status as a close contact or positive case to **Bobcat Trace**.

*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 is requesting that all faculty, staff, and students who test positive for COVID-19 or who are identified as a close contact, 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 new resource for supervisors and faculty who have questions about a COVID situation in their class, area, or department.

• Questions should revolve around topics such as positive and close contact cases, as well as infectious, isolation, and quarantine periods.

• The university’s contact tracing team will be responding to questions submitted by supervisors and faculty.

• See the Frequently Asked Questions on the webpage linked above.
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 should be 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](#).
For More Information

• For more helpful resources regarding COVID-19 on campus, please visit the helpful resources listed within the Roadmap.

• 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 any questions or concerns about any of these services, you can contact Dr. Carranco at ec05@txstate.edu or by calling 512-245-2161.