

FAQ for Faculty and Staff

Health and Wellness

What are the symptoms of COVID-19?

Patients with COVID-19 have reported mild to severe respiratory illness with symptoms including fever, cough, shortness of breath, fatigue, body aches, headaches, loss of taste or smell, sore throat, congestion, nausea or vomiting, and diarrhea. Symptoms may appear 2–14 days after exposure. If someone is showing any of these signs, they should seek emergency medical care immediately: trouble breathing, persistent pain or pressure in the chest, new confusion, inability to wake or stay awake, bluish lips or face. Check the CDC for updated information. [CDC symptoms](#)

What should I do if I suspect I have COVID-19?

Contact your healthcare provider and notify your supervisor immediately.

If employees have been exposed but are not showing symptoms, should they be allowed to come to campus to work?

No! Anyone who has been directly exposed will need to quarantine for 14 days.

What should I do as a supervisor if I find several days later after the employee has come to work, that they are diagnosed with COVID-19?

Employees will be required to leave immediately and quarantine for 14 days after their last contact with a person who may have had COVID-19. Advise risk@westmont.edu ASAP. For more information visit, <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

I'm very worried about COVID-19. Where can I find help?

You can utilize our Employee Assistance Program counseling, telecounseling and webinar benefits. [Aetna EAP](#)

What will happen if someone on campus tests positive for COVID-19?

Westmont will support the employee or student and will implement case management protocols developed for positive cases on campus. This includes rigorous contact tracing of any positive results and quarantine procedures to reduce the spread of COVID-19 on campus and in the community. For more information, contact Jason Tavarez at risk@westmont.edu.

Westmont will follow federal and state guidance with respect to privacy and reporting results from diagnostic testing to local, state, and federal health authorities.

I have a health condition that may put me at higher risk from COVID-19. What can I do?

The College recognizes and supports the need to provide accommodations for employees who are vulnerable to COVID-19 or employees who live with individuals who are vulnerable to COVID-19. Per the Center for Disease Control (CDC), an individual falls into the vulnerable category if they are over age 65 and/or have one or more of the following conditions:

- » Chronic lung disease or moderate to severe asthma
- » Serious heart conditions
- » Immuno-compromised
- » Severe obesity (BMI 40 or higher)
- » Diabetes
- » Chronic kidney disease undergoing dialysis
- » Liver disease

To request an accommodation, individuals should contact their supervisor and copy HR that they are making a request. Employees who are able to work from home SHOULD do so. Supervisors will work with employees to determine what accommodation can be made. If an employee's position cannot be performed from home, contact HR.

Human Resources

How will positive cases of COVID-19 be handled in the workplace?

Despite all precautionary measures, there is always a risk of workplace exposure to communicable diseases. Should an employee or student contract COVID-19, we will immediately inform employees in the area of the possible exposure via email. Employees who might have been exposed will be sent home and asked to self-monitor for 14 days. The affected area will be closed off (if possible) and remain empty for 24 hours, after which a thorough cleaning of the workspace used by the infected individual will be conducted. A Westmont Contact Tracer will reach out to the infected employee via email to gather some basic facts and then follow up with a phone call to determine who the employee had contact with throughout the infectious period. It is important to note that a "contact", as defined by the CDC, is being in proximity with another individual for 15 minutes or more at a distance less than 6 feet.

If I am quarantined due to direct contact with an infected person but test negative, can I return to work?

No, you must remain quarantined for the full 14 days because symptoms can develop after you test negative.

Do I have to answer medical questions when reporting to work?

All employees are required to self-assess for COVID-19 symptoms **before coming to campus**. Visitors and guests will be required to check-in at either entrance to campus for screening. Individuals who refuse to answer health screening questions or wear a face covering will not be permitted entry to campus.

What should I do if I feel sick?

Employees who feel ill should notify their manager and not report to work. If you are already at work and begin feeling sick, you should notify your manager and go home immediately.

Employees can utilize accrued sick hours, or vacation hours and in some cases, for COVID, can utilize CA Supplemental Sick Leave benefits. Contact Human Resources with questions on using your available paid time off.

Should I be tested if I am sick?

We encourage anyone who is not feeling well to contact their healthcare provider to determine if a COVID test is needed. If you are tested, you must contact your supervisor, who will notify Risk and HR. Any pending test is presumed positive.

What will happen if I test positive?

You will be required to complete a questionnaire about when your symptoms began, where you visited on-campus and the names of those with whom you had direct contact. The Office of Institutional Resilience, via a contact tracer, will follow-up with an email and call to obtain information for contact tracing purposes. If you have any questions reach out to risk@westmont.edu.

When can I return to work after being sick?

Employees will be required to complete a self-certification form attesting they have not had a fever for 72 hours and other specific symptoms are no longer present before returning to campus.

Can I continue to work from home?

We expect employees to work from home unless there they have been asked to report to campus. You should discuss your specific circumstances with your supervisor.

What should I do if someone in my household was tested but results are pending?

All pending COVID tests are presumed positive. Please **stay home** and quarantine until the results are returned negative. If the results are positive, you will be required to quarantine for 14 days before returning to work.

Do I have to wear a face covering or shield in the classroom, even if I am more than 6 feet away from students?

Yes. Masks must be worn at all times in the classroom and labs.

What if my workspace/job does not allow for social distancing?

If a 6-foot distance cannot be maintained, a face covering must be worn.

My child(ren)'s school is closed, and I need to stay home. What should I do?

If you are able to perform your job remotely, you will be asked to do so. If you are unable to work from home, you should contact HR, to determine if you are eligible for a leave, or have other options. **Please do not bring children to campus.**

Can you tell us who tests positive?

No, we will never release the name or personal information of infected employees or students to maintain the privacy of members of our community and to comply with the regulations under HIPAA.