



COVID-19 RESPONSE

What is COVID-19?

COVID-19 is an infectious disease caused by a newly discovered coronavirus. Coronaviruses (CoV) are a large family of viruses that cause illness ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS-CoV) and Severe Acute Respiratory Syndrome (SARS-CoV). A novel coronavirus (nCoV) is a new strain that has not been previously identified in humans.

Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. Others, particularly older persons and those with underlying medical problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer are more likely to develop serious illness.

How is COVID-19 Spread?

The COVID-19 virus is spread primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes. It is therefore important that persons practice respiratory etiquette by coughing or sneezing into a tissue or in flexed elbows. Infected persons may at times show few or no symptoms at all (asymptomatic). Even if an infected person is only mildly ill, the people they spread it to may become seriously ill or even die,

What are COVID-19 Symptoms?

COVID-19 affects different people in different ways. Infected people have had a wide range of reported symptoms – from mild to severe illness.

Symptoms associated with COVID-19 are:

- cough
- shortness of breath or difficulty breathing
- chills
- repeated shaking with chills
- muscle pain
- headache
- sore throat
- loss of taste or smell
- diarrhea
- feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit

Any person experiencing any of the above symptoms should, out of an abundance of caution, STAY HOME, until clearance is given by a medical practitioner.

What are some Emergency Warning signs for COVID-19?

If someone is showing any of these signs, 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

Call your medical provider for any other symptoms that are severe or concerning to you.

What can be done to prevent the Spread of COVID-19?

- Wash hands frequently with soapy water for at least 20 seconds. If soap and water is not available, use an alcohol-based sanitizer.
- Avoid touching eyes, nose and mouth with unwashed hands.
- Wear a face covering when leaving home, boarding public transport or entering a building
- Cover mouth with tissue whenever sneezing and discard used tissue in a garbage bin. If tissue is not available, sneeze or cough into flexed elbow or upper sleeve not into hands
- Clean and disinfect frequently touched objects and surfaces
- Use telephone and video conferencing instead of face-to-face meetings
- Refrain from shaking hands or hugging
- Avoid gathering in groups of more than 20 persons. When gathering physical distancing protocols should obtain.
- Any employee who believes their workspace does not allow for adequate physical distancing should consult their supervisor.

The above information was drawn from a variety of credible sources, such as the World Health Organization (WHO) and the Ministry of Health in St. Lucia. The information may change, as more is learnt about the virus and what can be done to control and prevent it. It is therefore vital that you keep abreast with the information put out by the Ministry of Health in St. Lucia and WHO.

SIR ARTHUR LEWIS COMMUNITY COLLEGE'S (SALCC)

COVID-19 PROTOCOLS

Beginning August 17, 2020 and continuing until further notice, the following protocols will apply to ALL persons working, attending or visiting the campuses, (Castries & Vieux-Fort) of the College.

FACE COVERING REQUIREMENTS

- Face mask or appropriate face coverings, EXCLUDING BANDANAS, will be required in campus buildings by ALL staff, students and visitors
- Exceptions to this requirement for faculty and staff will be made only while alone in their private office or workspace
- Students will be required to wear a face covering when attending in-person class or practical activity
- In the classroom or learning space a physical distance of at least 3 feet shall be maintained between students
- In the classroom or learning space where a physical distance of at least 8 feet between the instructor and the students can be maintained, faculty will not be required to wear a face covering.

HAND SANITIZATION REQUIREMENTS

- Staff, faculty and visitors must wash hands with soap and water, for at least 20 seconds, after using the bathroom, after blowing their nose/coughing/sneezing and eating.
- Alcohol-based hand sanitizer must be used in cases where it is not possible to wash hands with soap and water.
- On entering any building on campus, staff, faculty, students or visitors will be required to sanitize their hands

EXPOSURE PROTOCOL

Feeling Unwell

Any member of staff, faculty or student of the college who is feeling unwell MUST stay home. The same applies to visitors. If you are feeling unwell do not come to the College. Call, send an email or send someone who is well to conduct business on your behalf.

If any of the COVID-19 symptoms are being experienced, then call the medical hotline 311 or contact one's personal doctor.

Exposure to COVID-19 - OFF CAMPUS

In the event that an employee or student has been in close contact with someone that tests positive for COVID-19, the employee or student should immediately call the medical hotline 311 or report this via phone to their personal doctor or a health professional at a hospital.

- (1) **The employee** should then inform their Supervisor or Head of Department (HOD) via email or telephone.
 - 1.1 The Supervisor / HOD shall through the Department Dean/Manager inform the Office of Human Resources
 - 1.2 The Office of Human Resources will contact the employee and provide said employee with the necessary guidance
 - 1.3 The Office of Human Resources shall inform employee that the College is mandated to inform Public Health officials and a report filed

- (2) **The student** should then inform his/her Course Tutor/ Department Head via email or telephone.
 - 2.1 The Course Tutor shall through the Department Head inform the Office of Human Resources of said information
 - 2.2 The Department Head or authorized staff will contact the student and provide said students with the necessary guidance
 - 2.3 The Office of Human Resources shall inform the student that the College is mandated to inform Public Health officials and a report filed

Under no circumstance should that employee or student visit the campus until s/he is has produced evidence of clearance by a medical professional to do so.

Possible COVID-19 INFECTION - ON CAMPUS

An employee/student who while on campus falls ill or experiences one or more of the COVID-19 symptoms will be separated from other staff members/students and immediate arrangements will be made for their evacuation from the campus via:

1. Parents/guardians or significant other
2. Emergency services

The employee/student will be advised that if the symptoms persist that s/he should contact a medical practitioner.

The College shall inform the employee/student that the College is mandated to inform Public Health officials and a report filed.

Under no circumstance should that employee or student visit the campus until s/he is has produced evidence of clearance by a medical professional to do so.

Confirmed COVID-19 INFECTION

In the event that a staff member or student has tested positive for COVID-19, the employee/student should IMMEDIATELY contact their Supervisor or Department Head respectively. The Supervisor/Department Head on receipt of this information must IMMEDIATELY inform Human Resources who will then get in contact with the relevant Public Health Authorities as to the next steps to be taken.

TRIGGERS FOR CLOSURE/ RE-OPENING OF CAMPUS

1. Confirmation of a COVID-19 infection of anyone (staff, student or visitor) who had recently visited the campus shall be a trigger for closing the campus.
2. The College shall, if necessary, immediately contact the Public Health Authorities
3. If necessary, evacuation of staff and students from the College shall be in accordance with directives from the Public health Authorities.
4. The College community shall be immediately informed and advised to self-quarantine until medical clearance is obtained.
5. The College shall be make the necessary arrangements to have the entire campus sanitized
6. The College shall re-open when it is deemed safe to do so by the relevant Public Health Authority.

BREACHES

1. Staff or students in breach of these protocols can be subject to disciplinary action
2. Visitors to the campus who refuse to abide by these protocols, will be refused service.