



UNIVERSITY
of ARKANSAS
AT PINE BLUFF
1873

Employee Quarantine and Isolation Protocols

Quarantine Protocols

The guidance within this document is provided by the Centers for Disease Control (CDC) and the Arkansas Department of Health (ADH). The goal is to mitigate the spread of Sars-Coronavirus 2, the virus that causes COVID-19 at the University of Arkansas at Pine Bluff. The guidance is subject to change as the science dictates.

If a UAPB employee has recently had close contact with a person with COVID-19, the individual should contact a medical provider to make arrangements for a COVID-19 test and quarantine for 14 days. The employee is required to notify the university by emailing covid19@uapb.edu.

What is Quarantine?

Quarantine is an important way to stop the spread of COVID-19. It means staying in your residence and **away from others** after you have been exposed to a person with the virus that causes COVID-19.

If you are a close contact, you are **required** to quarantine for 14 days even if you do not feel sick. The ADH requires that you complete the entire 14-day quarantine period event if you have a negative COVID-19 test.

What is a close contact?

The CDC and ADH defined a close contact as an individual who has been within 6 feet of the COVID-19 patient for at least 15 minutes total during a 24-hour period. You are considered a close contact even if you were wearing a mask while you were around the COVID-19 patient.

COVID-19 patients are infectious two days before their symptoms start, or two days before their positive test results if they do not develop symptoms.



Quarantine Protocols

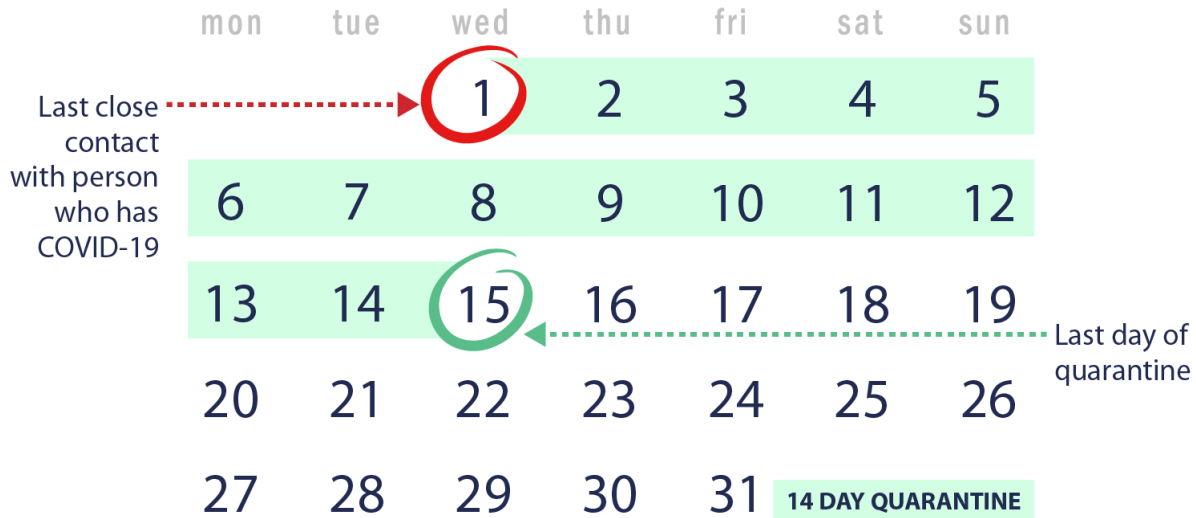
What is a Contact Tracer?

A contact tracer is an individual hired by ADH to reach out to individuals who tested positive for COVID-19. A contact tracer is also responsible for notifying individuals who have had contact with someone who is positive for COVID-19. The University of Arkansas Medical Sciences (UAMS) has been contracted to oversee contact tracing for institutions of higher education. UAMS contact tracers will call from locations throughout the state. Contact tracers cannot leave detailed messages so please answer your phone, even if you do not recognize the number.

Length of Quarantine

The incubation period of the SARS COV-2 virus that causes COVID-19 is up to 14 days. Therefore, the quarantine period lasts 14 days from the most recent exposure to a positive patient. If you are exposed again during quarantine, the 14 day period must start over again.

Example: I was exposed on August 1, entered into quarantine immediately, and was not exposed again.
 August 1 + 14 days = August 15 is the last day of quarantine.
 August 16 = return to work/school.



If you develop symptoms or test positive for COVID-19 during the quarantine period, you must follow the instructions for isolation.



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How will I know that I should quarantine?

- ADH, your medical provider or the Office of Human Resources will tell you when to quarantine.

What are my responsibilities?

- The employee should be prepared to work from home for 14- days.
- The Office of Human Resources will provide additional direction if working from home is not an option.
- Remain inside your home (your temporary housing assignment) and avoid **ALL** public activities. This means do not go to work, church, school, stores (including grocery stores), or any public events or places.
- Do not have visitors in your home.
- Stay in a separate room. If that is not possible, wear a facemask when you are in the same room as others and stay at least 6 feet away from them (i.e. practice social distancing even in your home).
- Wash your hands and use an alcohol-based hand sanitizer often. Do not share personal items such as dishes, hairbrushes, phones, towels, etc.
- Do not leave your home except to get medical care. If you need to see a doctor for reasons other than a medical emergency, please call your medical provider ahead of time to make proper arrangements.
- In the event of a medical emergency, call 911. Tell them that you are quarantining due to COVID-19 exposure (use the letter “medical emergency script” from ADH). Keep a facemask on until a health care provider asks you to remove it.
- Do not use any public transportation (buses, taxis, rideshare services, or airplanes).
- Check yourself for fever twice a day. This means taking your temperature in the morning and before bed at night and writing down the reading each time. The ADH will need this information to determine when you are able to resume normal activities or if you need additional care.
- If you begin to have additional symptoms, or if you otherwise feel sick, contact your health care provider.

Mental Health

The University provides an Employee Assistance Program (EAP) for all employees who are appointed at 50 percent or greater and who are not students. Employees experiencing stress, uncertainty, and anxiety during this COVID-19 experience should call 1.800.542.6021 to make an appointment.



Isolation Protocols

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Length of Isolation

If you have COVID-19 with mild symptoms, you must isolate until you meet the following conditions:

- 10 days have passed since your symptoms first appeared **AND**
- You have not had a fever of 100.4° F or higher for at least 24 hours without the use of fever-reducing medicine **AND**
- Your symptoms, such as a cough or shortness of breath, are improving.

If you have COVID-19 and are not experiencing any symptoms you must remain in isolation until you meet the following conditions:

- 10 days have passed and no symptoms have developed since your positive COVID-19 test.

If you have severe COVID-19 it requires hospitalization or if you have a weakened immune system, you must isolate until you meet the following conditions:

20 days have passed since your symptoms first appeared **AND**

- You have not had fever of 100.4° F or higher for at least 24 hours without the use of fever-reducing medicine **AND**
- Your symptoms, such as cough or shortness of breath, are improving.

I tested positive, what happens next?

- The employee should notify their supervisor that they will be on medical leave.
- The employee should complete the [self-reporting form](#) and email the form to COVID19@uapb.edu.
- The employee should be prepared to work from home if possible for 10 days.
- The Office of Human Resources will provide additional direction if working from home is an option.
- Remain inside home (your temporary housing assignment) and avoid **ALL** public activities. This means do not go to work, church, school, stores (including grocery stores), nor any public events or places.
- Do not have visitors in your home.



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Isolation Protocol

- Do not leave your home except to get medical care. If you need to see a doctor for reasons other than a medical emergency, please call your medical provider ahead of time to make proper arrangements.
- In the event of a medical emergency, call 911. Tell them that you are in home isolation due to COVID-19 infection (use the letter medical emergency script from ADH). Keep a facemask on until a health care provider asks you to remove it.
- Do not use any public transportation (buses, taxis, ride share services, or airplanes).
- Check yourself for a fever twice a day. This means taking your temperature in the morning and before bed at night and writing down the reading each time. The ADH will need this information to determine when you are able to resume normal activities or if you need additional care.
- If you begin to have additional symptoms, or if you otherwise feel sick, contact your health care provider.

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