

Health screening –

A new Wayland Health Screening Survey is available. It includes updated language regarding COVID-19 symptoms and travel. Please see the guidelines below regarding this Health Screening Survey.

- The new survey must be completed by all Wayland employees at this time. Even if you have previously completed the Wayland Health Survey, we need you to complete the new form before May 18th.
- All adjuncts teaching in the May or summer 2020 sessions (face to face and online) must fill out the new Wayland Health Survey.
- All students taking any class during May or summer 2020 sessions (face to face and online) must fill out the new Wayland Health Survey.
- All May and summer 2020 student workers must fill out the new Wayland Health Survey.
- Anyone who experiences a change in their health as it relates to COVID-19 symptoms or exposure, must fill out a new form and visit with the Wayland Director of Health Services, Coralyn Dillard RN, MSN, CDE at 806-729-6336.
- All new hire employees must complete the Wayland Health Survey.

Building access –

Buildings on each campus needing public access to classes or student service offices should have one unlocked point of entry. All Wayland employees with keys who have completed the new Wayland Health Survey and have no COVID-19 symptoms may enter the building through any entrance. All other employees, students, and any other visitors must enter through the single point of access. Each building with a single point of access for public entry should have someone at that entrance to administer the new Wayland Health Survey and monitor access.

Any employee or student who has not completed the new Wayland Health Survey must do so prior to entering the facility. Visitors must fill out a paper Health Survey prior to entering the facility. On the Plainview Campus the buildings open for public access through the May and summer sessions will be Gates Hall, McClung University Center, and Mabee Learning Resources Center. Other buildings will be opened throughout the summer based on class schedules. The Laney Center will be open for employees and current students but will not be open for public access at this time.

Buildings not needing public access for classes or student services offices will remain locked with access only to employees with keys who have completed the new Wayland Health Survey.

Personal Protective Equipment (PPE) –

- All employees will be required to wear a face covering while on a Wayland campus. It is the responsibility of the employee to have a face covering available for use on May 18th.

- All students will be required to wear a face covering while on a Wayland campus. It is the responsibility of the student to have a face covering available for use on May 18th.
- Visitors to any of our campuses will be required to wear a face covering while on a Wayland campus.
- All individuals using any exercise equipment in the Laney Center must wear gloves that fully cover from the wrist to the fingers.

Compliance to University COVID-19 protocols –

These University protocols are put in place to protect you, our employees, students, and University guests. It is an important and serious matter and will be treated as such. Incidents of non-compliance may be viewed as grounds for student / employee conduct sanctions up to and including suspension or termination.

Experiencing symptoms –

The CDC lists the following symptoms as possible indicators of the presence of COVID-19:

- 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
- Known close contact with a person who is lab-confirmed to have COVID-19

If you are experiencing any of these symptoms prior to coming to campus for work or class, please stay at home, seek medical assistance, and update your Wayland Health Survey. If you begin to experience any of these symptoms after coming to campus, please leave campus immediately, seek medical assistance, and update your Wayland Health Survey.

It is of utmost importance that you monitor your own health and physical wellbeing. Listen to your body and do not hesitate to seek medical help.

Returning to work -

Employees with new or worsening signs or symptoms listed above will not be allowed to return to work until:

- In the case of an employee or contractor who was diagnosed with COVID-19, the individual may return to work when all three of the following criteria are met: at least 3 days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications); and the individual has improvement in symptoms (e.g., cough, shortness of breath); and at least 10 days have passed since symptoms first appeared; or
- In the case of an employee or contractor who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19, and the individual may not return to work until the individual has completed the same three-step criteria listed above; or
- If the employee or contractor has symptoms that could be COVID-19 and wants to return to work before completing the above self-isolation period, the individual must obtain a medical professional's note clearing the individual for return based on an alternative diagnosis.

An employee or contractor with known close contact to a person who is lab-confirmed to have COVID-19 will not be allowed to return to work until the end of the 14-day self-quarantine period from the last date of exposure (with an exception granted for healthcare workers and critical infrastructure workers).

Cleaning and sanitation -

Reopening our institution requires all of us to move forward together to reduce our risk of exposure to the virus that causes COVID-19. Part of this process focuses on cleaning and disinfecting our facilities, public spaces, and workspaces.

The virus that causes COVID-19 can be killed if you use the right products. EPA has compiled a list of disinfectant products that can be used against COVID-19, including ready-to-use sprays, concentrates, and wipes. Each product has been shown to be effective against viruses that are harder to kill than viruses like the one that causes COVID-19.

Wayland utilizes CDC guidelines for cleaning and disinfection practices. The framework is based on doing the following:

- Normal routine cleaning with soap and water will decrease how much of the virus is on surfaces and objects, which reduces the risk of exposure.
- Disinfection using [EPA-approved disinfectants against COVID-19](#) can also help reduce the risk. Frequent disinfection of surfaces and objects touched by multiple people is important.
- When [EPA-approved disinfectants](#) are not available, alternative disinfectants can be used (for example, 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions). Bleach solutions will be effective for disinfection up to 24 hours.

Personal responsibility health safety –

It is imperative that each of us here at Wayland understand that it is our responsibility to practice a level of personal hygiene and social behaviors that will protect ourselves and others. Our best chance to slow the spread of COVID-19 is through our collective personal behavior decisions.

The following CDC guidelines are suggested best practices in your home, at work, or going about your daily routine.

Know how COVID-19 spreads

- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- **The best way to prevent illness is to avoid being exposed to this virus.**
- The virus is thought to [spread mainly from person-to-person](#).
 - Between people who are in close contact with one another (within about 6 feet).
 - Through respiratory droplets produced when an infected person coughs, sneezes or talks.
 - These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
 - Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

Everyone should wash your hands often

- [Wash your hands](#) often with soap and water for at least 20 seconds, especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- 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.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

Avoid close contact

- **Avoid close contact with people who are sick, even inside your home.** If possible, maintain 6 feet between the person who is sick and other household members.
- **Put distance between yourself and other people outside of your home.**
 - Remember that some people without symptoms may be able to spread virus.
 - [Stay at least 6 feet \(about 2 arms' length\) from other people](#).
 - Do not gather in groups.
 - Stay out of crowded places and avoid mass gatherings.
 - Keeping distance from others is especially important for [people who are at higher risk of getting very sick](#).

Cover your mouth and nose with a cloth face cover when around others

- You could spread COVID-19 to others even if you do not feel sick.
- Everyone should wear a [cloth face cover](#) when they have to go out in public, for example to the grocery store or to pick up other necessities.
 - Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- The cloth face cover is meant to protect other people in case you are infected.
- Do NOT use a facemask meant for a healthcare worker.
- Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.

Cover coughs and sneezes

- **If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow.
- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Clean and disinfect

- **Clean AND disinfect [frequently touched surfaces](#) daily.** This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- **If surfaces are dirty, clean them.** Use detergent or soap and water prior to disinfection.
- **Then, use a household disinfectant.** Most common [EPA-registered household disinfectants](#) will work.