

**COVID-19  
Comeback:  
What do I need  
to know?**

Information for faculty and staff





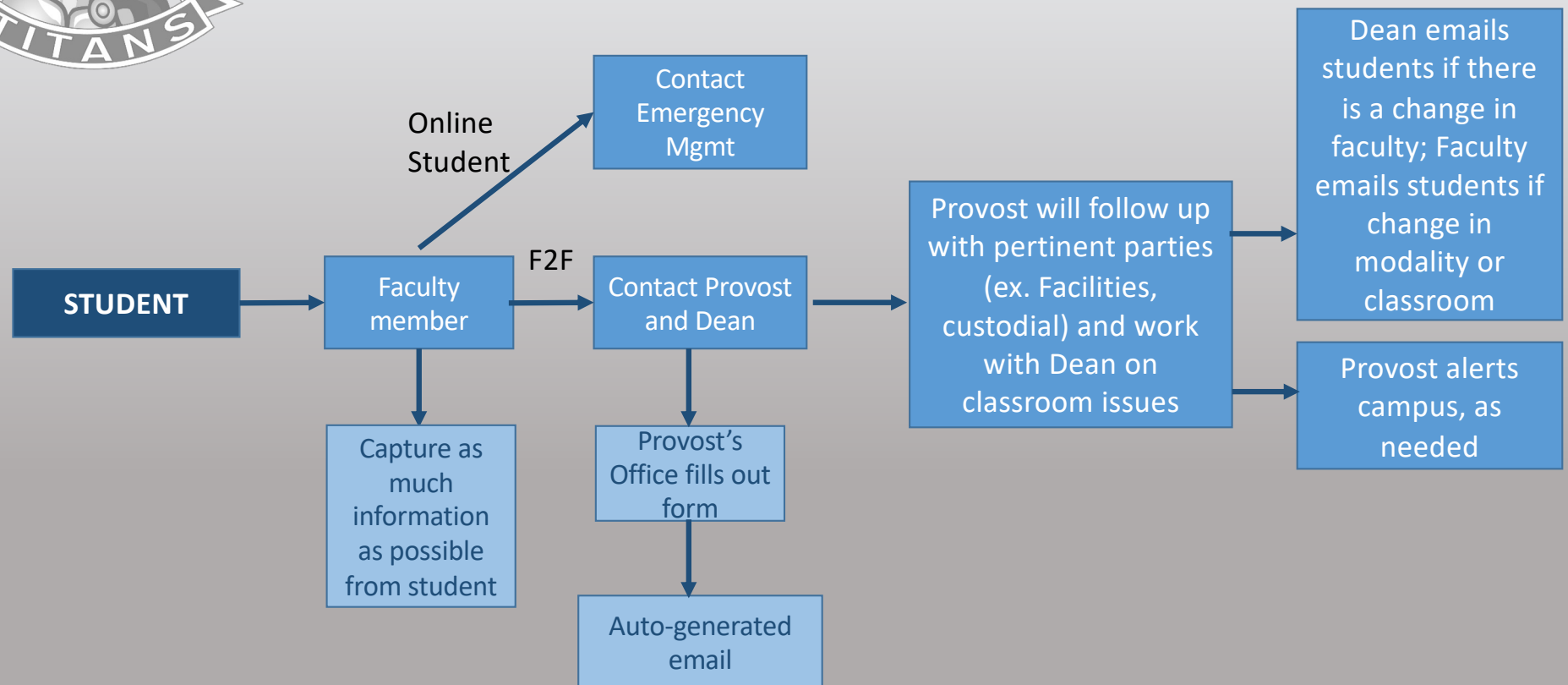
# Symptom Checker

- <https://now.spc.edu/covid>
- For **employees AND students**
- Use **daily** before coming to campus/site
- **Faculty:** Share with your students
- **Supervisors:** Share with your teams



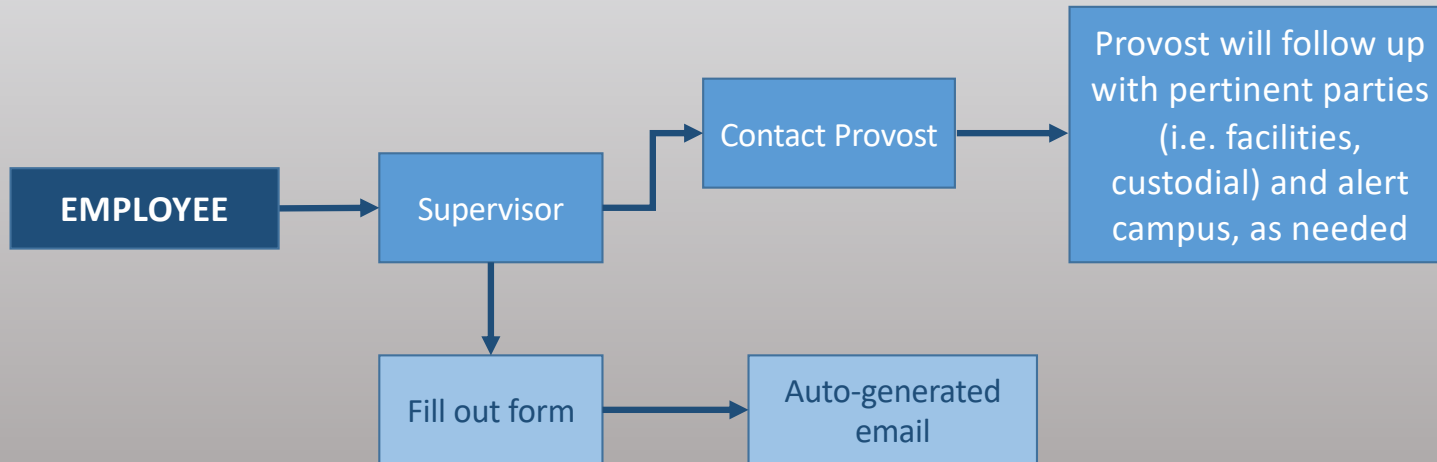


# Case reporting workflow - students





# Case reporting workflow - employees





# Online case reporting system

- Used for **recording, tracking and reporting positive and presumptive cases**
- **Employee access to reporting form using SSO** (not to be used by students of public)
- **Generates an email** to Provost, AP, facilities, other stakeholders, as necessary
- Admins can **update cases**

Report a COVID-19 case on campus

Basic Information

SPC ID

Name

Student  Employee / Faculty

First day of exposure/confirmed positive case

Last day on campus

Path of travel

Test Results  
 Pending  Positive  Negative

Supervisor Notified  
 Yes  No

Affected campuses  
 Allstate Center  
 Bay Pines Facility



# Online case reporting system

## Public-facing Tracking System

SPC St. Petersburg College Dev COVID-19 [Home](#) [Report a Case](#)

### Reported COVID-19 Cases

Total cases reported: 3

**Cases reported per day**

Date	Cases
Jul 20	1
Jul 21	0
Jul 22	0
Jul 23	0
Jul 24	0
Jul 25	0
Jul 26	0
Jul 27	0
Jul 28	0
Jul 29	0
Jul 30	0
Jul 31	0
Aug 1	0
Aug 2	0
Aug 3	2
Aug 4	0
Aug 5	0
Aug 6	0

#### Total cases by campus

Campus	Reported Cases
District Office	2
EpiCenter	2
Allstate Center	1
Clearwater Campus	1
Corporate Training Services	1
Bay Pines Facility	-
Downtown/Midtown	-
Health Education Center	-
Seminole Campus	-
St Petersburg/Gibbs Campus	-
Tarpon Springs Campus	-

#### Reported cases by day

Date	Reported Cases	Campuses
July 20, 2020	1	Allstate Center District Office EpiCenter
August 3, 2020	2	Clearwater Campus Corporate Training Services District Office EpiCenter

St. Petersburg College  
P.O. Box 13489



## Auto-gen email notification

- Provosts/APs of any affected campus
- Emergency Management
- Facilities
- President's Office
- General Counsel
- Human Resources
- Marketing
- Academic Affairs
- Student Affairs



# HR - Leave types

Leave Type	Self	Child Only	Family Member	# of days Paid	Comments
Families First Coronavirus Response Act (COVID-19 Leave)	x	x	x	10	Expires on 12/31/2020; available to all employees who qualify
Sick	x	x	x	Accrued	12 days annually for FT budgeted employees (4 days Personal); prorated for less than full time employees
Vacation	x	x	x	Accrued	Amount varies based on years of service for budgeted employees; can carry over 49 days to next calendar year
Sick Leave Pool	x			45	Must be enrolled for budgeted employees
Donated Leave	x			25	Once per year for budgeted employees
Family Medical Leave (FMLA)	x	x	x	0 (can use accrued leave)	12 weeks of unpaid leave for eligible employees
Personal Leave	x	x	x	0	Up to 12 months approved by the supervisor
Extended Leave	x	x	x	if available	<b>Approved by the President after 90 days of leave</b>





## HR – Supervisor “Do’s and Don’ts”

Supervisors **CAN NOT ask for proof** of illness and/or positive COVID-19 test result documentation.

Employers **CAN ask for a doctor’s note** from employees to verify that they are healthy and able to return to work.

*Source: CDC, Interim Guidance for Businesses and Employers Responding to Coronavirus Disease 2019 (COVID-19).*



# What do I do if...? COVID-19 guidelines

Case Information	Can I come to campus?	Do I Need to Be Tested?	Whom Do I Notify?
You tested COVID-19 positive You have been tested and are informed you test positive.	No. You will need to self-quarantine for 14 days and follow CDC guidelines. After the 14 days, use the symptom checker daily to determine if you should return to campus.	If you have already tested positive, you do not need to be tested again.	Contact your supervisor at SPC. The supervisor will notify the campus Provost. SPC will initiate a cleaning protocol that may result in specific locations sanitized for 48-72 hours. Contact your supervisor for remote working options or HR for additional options.
A household member tests positive Someone you live with, a roommate, significant other.	No. You will need to self-quarantine for 14 days and follow CDC guidelines. After the 14 days, use the symptom checker daily to determine if you should return to campus.	It is recommended you be tested. Even if you elect to get tested yourself and test negative, please self – quarantine for the full 14 days from the date of the positive test of your household member. Following the 14 days continue to use the symptom checker daily to determine if you should return to campus.	Contact your supervisor at SPC. The supervisor will notify the campus Provost. SPC will initiate a cleaning protocol that may result in specific locations sanitized for 48-72 hours. Contact your supervisor for remote working options or HR for additional options.
A close contact tests positive Someone with whom you spent more than 15 minutes in close contact and were within 6 feet of since the day they developed symptoms and/or tested positive for COVID-19.	No. You should self-quarantine for 14 days and follow CDC guidelines. After 14 days, you should not come to campus if you feel ill. Use the symptom checker daily to determine if you should return to campus.	It is recommended you be tested. Even if you elect to get tested yourself and test negative, please self – quarantine for the full 14 days from the date of the positive test of your household member. Following the 14 days continue to use the symptom checker daily to determine if you should return to campus.	Contact your supervisor at SPC. The supervisor will notify the campus Provost. SPC will initiate a cleaning protocol that may result in specific locations sanitized for 48-72 hours. Contact your supervisor for remote working options or HR for additional options.



# What do I do if...? COVID-19 guidelines

Case Information	Can I come to campus?	Do I Need to Be Tested?	Whom Do I Notify?
<p>Coworker, friend or casual contact tests positive - Someone you were NOT within 6 feet of for more than 15 minutes or with whom you shared secretions.</p>	<p>You can come to campus as long as you do not have any symptoms and you were not in close contact. You should not come to campus if you feel ill. Use the symptom checker daily to determine if you should return to campus.</p>	<p>If no symptoms occur, you may not need medical care. You should continue to use the symptom checker daily to determine if you should return to campus.</p>	<p>No notification needed unless you become ill.</p>
<p>You feel ill and unsure if you have been exposed to COVID-19; you have not been tested but feel ill.</p>	<p>You should not come to campus on the day you feel ill. Use the symptom checker daily to determine if you should return to campus.</p>	<p>If no symptoms occur, you do not need medical care. You should continue to use the symptom checker daily to determine if you should return to campus. If symptoms occur self-quarantine for at least 14 days. It is also recommended you be tested.</p>	<p>Contact your supervisor for remote working options or HR for additional options.</p>



## Return to work

**An SPC employee may physically return to campus post COVID-19 exposure and/or positive test under the following conditions:**

- At least three days (72 hours) without fever and the use of fever reducing medications
- 14 days have passed since symptoms first appeared or notification of positive COVID-19 test.



## Face covering exemption requests

- **Employees:** Reach out to supervisor; supervisor may refer to HR to discuss an ADA accommodation.
- **Students:** Contact [Accessibility Services](#) on home campus.



## Additional Resources

- [COVID-19 Info Hub](#)
- [Comeback Plan website](#)
- [HR Hub](#)
- [Safety video](#)
- [FLDOH](#), [PCEM](#),  
[CDC](#)

### QUESTIONS?

Emergency Management:

[EmergencyManagement@spcollege.edu](mailto:EmergencyManagement@spcollege.edu)

or (727) 341-4501.





## How to share – cascading communications

In addition to emails, website presence and social media posts, we ask that everyone help share the messaging:

- VPs to divisions
- Supervisors to teams
- CETL and FGO to faculty
- Provosts – Welcome Back events, campus-wide communications
- **Talk with your colleagues and direct them to their supervisors or Emergency Management with any questions!**