



FREQUENTLY ASKED QUESTIONS AND ANSWERS CORONAVIRUS (COVID-19)

1. What is Coronavirus?

Coronavirus 19 (COVID-19) is a respiratory disease that can be transmitted from person to person. The virus that causes COVID-19 is a type of coronavirus that was first identified in Wuhan China.

2. What are the symptoms of Coronavirus?

In cases where COVID-19 is confirmed, the symptoms vary from mild to severe and in some cases may cause death. The symptoms may include:

- Fever
- Cough
- Difficulty breathing

3. How is it transmitted?

It is believed that the virus is transmitted from person to person.

- Between people who are in close contact with each other (within a distance of 6 feet).
- Through respiratory droplets that are produced when a person who is infected coughs or sneezes.
- The droplets can reach the mouth or nasal passage of the person who is closest to the infected individual and then travel to the lungs as he/she breaths.

It is also possible that a person may acquire the COVI-19 when he/she touches the surface or object that has the virus and then they touch their mouth, nose or possibly their eyes. However, this is not believed to be the primary form of transmission.

4. What should we be doing in our Campuses and Center to avoid the spread of the virus?

- Familiarize the campus or center community with the Protocol for the Prevention and Management of Coronavirus.
- Place the protocol in the libraries and in the Academic and Student Services offices.
- Reinforce the maintenance of common areas.
- Place the information contained in the orientation and prevention campaigns in bulletin boards, bathrooms, cafeterias and common areas.
- Continue with workshops held by health professionals regarding the correct way of washing hands.
- Ensure that all bathrooms have disinfectant soaps.

5. What is the correct way to wash hands?

Frequently wash hands with soap and water for at least 20 seconds. Use hand sanitizer that has a minimum of 60% alcohol level, if soap and water is not available. After a forth (4th.) time using the hand sanitizer, you will need to wash your hands with soap and water.

Follow these five steps every time.

1. **Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. **Lather** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. **Scrub** your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
4. **Rinse** your hands well under clean, running water.
5. **Dry** your hands using a clean towel or air dry them.

6. Who and what type of face mask should I use?

Personas with respiratory diseases should use face mask in order to avoid transmitting the disease. The face mask that should be used, if you feel sick, should be a simple face mask.

The N95 face mask are used in hospitals and industrial areas and require training since it's sealed to the face. The N95 mask is not recommended for persons with breathing difficulty, since it's one of the symptoms of Coronavirus COVID-19.

7. What should I do if I'm experiencing symptoms similar to a respiratory disease?

If you are a **Student** and have symptoms similar to a respiratory disease such as fever, cough and or difficulty breathing you should:

- Contact your primary health care professional immediately.
 - Place a face mask over your mouth to avoid contaminating personas near you.
 - When sneezing or coughing use a disposable tissue and throw away.
 - Do not use you elbow or shoulder since droplet may escape and persons near you may be contaminated.
 - Contact your professor or academic dean and inform them of your concern
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- If you are an **Employee** and have symptoms similar to a respiratory disease such as fever, cough and or difficulty breathing you should:
 - Contact your primary health care professional immediately.
 - Place a face mask over your mouth to avoid contaminating personas near you.
 - When sneezing or coughing use a disposable tissue and throw away.
 - Do not use you elbow or shoulder since droplet may escape and persons near you may be contaminated.
 - Contact your immediate supervisor or Campus Executive Director and inform them of your concern

8. Who should I contact, if I need to be absent due to COVID-19 SYMPTOMS

If you are an employee, and present symptoms of a respiratory illness such as fever, cough and or difficulty breathing you should:

- Notify your supervisor immediately, who will justify your absence from work.
- You should contact the hot lines of your medical plan or your primary health care provider for additional instructions. (The recommendations may be to visit an emergency room, or isolate yourself in your home and follow the universal precautions as instructed by your physician.)
- Once you are discharged you need to present a health certificate provided by the Health Department of your county.

9. Who should I contact if I observe that a co-worker is presenting respiratory illness symptoms?

You have various options:

- You can recommend to your co-worker to inform his/her immediate supervisor.
- You can contact your supervisor and inform him/her of the situation.
- You can contact the immediate supervisor of your co-worker or the Campus Executive Director.

10. How do I determine if I need to remove myself from work or school? Who can help me?

If you are an **employee** and you suspect that you have symptoms similar to those identified as part COVID-19, you should remove yourself from the premises and proceed as follows:

- **Employee:** inform your immediate supervisor since he/she may be your first option for help.
- **Employee:** immediately contact your health care provider, the hot line of your medical plan, or visit an emergency health care facility.
- **Employee:** request and take the COVID-19 test; and inform your supervisor of the results.
- **Supervisor:** proceed to implement the Protocol for the Prevention and Management of Coronavirus.
- **Employee:** once you are discharged you need to present a health certificate provided by the Health Department of your county.

If you are a **student** and you suspect that you have symptoms similar to those identified as part COVID-19, you should remove yourself from the premises and proceed as follows:

- **Student:** immediately visit your health care provider or medical office.
- **Student:** contact your professor through email, and copy the Academic Dean in order to notify them of your health conditions and coordinate a plan to replace lost classes/hours. This communication should occur, whenever possible, before classes start.
- **Student:** request and take the COVID-19 test; and inform your professor or Academic Dean supervisor of the results.
- **Professor or Academic Dean:** once contacted, communicate immediately with the campus Executive Director in order to implement the Protocol for the Prevention and Management of Coronavirus.
- **Student:** once you are discharged you need to present a health certificate provided by the Health Department of your county.

11. How do I manage an employee who presents symptoms of a respiratory illness?

- Supervisors will meet with the employee and offer information regarding the Protocol for the Prevention and Management of Coronavirus.
- If the employee understands that he/she are presenting symptoms similar to COVID-19, the supervisor will request that they leave the campus and seek medical attention and follow the procedure outlined in question no. 10.

12. How do I manage a professor who presents symptoms of a respiratory illness?

- The Academic Dean or Program Director will meet with the professor and offer information regarding the Protocol for the Prevention and Management of Coronavirus.
- If the Professor understands that he/she are presenting symptoms similar to COVID-19, the supervisor will request that they leave the campus and seek medical attention and follow the procedure outlined in question no. 10.
- The Academic Dean or Program Director will proceed to implement the Protocol for the Prevention and Management of Coronavirus.

13. How do I manage a student that presents symptoms of a respiratory illness?

- If you observe a student with similar symptoms of COVID-19, reach out to the student in private and refer them to the office of the Academic Dean. The employee then should communicate with the office of the Academic Dean and share the dialogue they had with the student.
- If the student does not go to the Dean's office, then the Dean will reach out to the student. The Dean will then provide information to the student, share the guidelines of the Protocol for the Prevention and Management of Coronavirus and follow the procedure established in question no. 10.
- If the student traveled to countries classified at Level 3, he/she should be referred immediately to their primary health care provider.

14. How do I manage visitors who presents symptoms of a respiratory illness?

- Reception areas and offices that service directly students should have information (written and educational posters) regarding the prevention and management of Coronavirus.
- If the visitor presents symptoms of a respiratory illness, the employee should provide written information.
- If the visitor presents symptoms identified with COVID-19, the employee will provide written information and request that the visitor immediately visit their primary health provider and suspend the interview.

15. If I need to travel, what should I do?

- Business travel is temporarily suspended.
- If a student needs to travel, they should communicate with their professor and coordinate how they will make up the hours and assignments.
- If an employee needs to travel, they should communicate with their supervisor in order to manage the impact of the absence.
- If a student or employee traveled to a geography area classified as Level 3 by CDC they will need to present a health certificate provided by the Health Department of their county.