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## **COVID-19 Modified Phase 1**

### **Frequently Asked Questions**

updated 01/08/21

#### **1. Will everyone continue to wear a mask? Do I have to wear one?**

- a. In accordance with guidelines set forth by the Mayor of New Orleans all employees and visitors will be required to wear face coverings when working or visiting a place of business.
- b. When alone in individual offices a face covering will not be required but should be readily available should a guest or coworker enter the office.
- c. Staff in open or shared offices are required by Orleans Parish to wear a mask.

#### **2. Will NOBTS provide face coverings for me?**

- a. You can wear the face covering of your choosing.
- b. If you need one, NOBTS will provide one for you.

#### **3. What happens if I get sick or don't feel well?**

- a. If you don't feel well, are symptomatic for COVID-19 or have been directly exposed to someone who tests positive for COVID-19 – STAY HOME.
  - i. *Staying home in these circumstances is for the safety of your family as well as the NOBTS family.*
  - ii. *Failure to stay home if you are symptomatic for or have been directly exposed to COVID-19 could result in termination.*
- b. Please notify your supervisor immediately if you are symptomatic for or have been directly exposed to someone who tests positive for COVID-19.

#### **4. What if a co-worker gets sick? How will I know? Will you do tracing?**

- a. If a co-worker becomes ill they will be sent home.
- b. If a co-worker, someone with whom you have had close contact according to CDC guidelines (within 6ft for longer than 15 minutes within 24 hours), tests positive for COVID-19, you will be notified and asked to self-isolate for 10 days.
- c. Campus health professionals will be notified to perform contact tracing and provide support on campus.

**5. What precautions are being taken to clean the office areas?**

- a. The facilities staff is wiping door knobs, light switches and other common surfaces with sanitizer and will continue to increase this process.

**6. What should I do if I find out I have been directly exposed to someone that tests positive for COVID?**

- a. Direct exposure to a person testing positive for COVID is defined as direct exposure of closer than six feet for a prolonged period of time (in excess of 15 minutes within 24 hours).
- b. Once an employee is notified that they have been exposed, they should:
  - i. Contact their supervisor.*
    - 1. Supervisors in turn will notify their supervisor and VP for Business.
  - ii. Contact their primary care doctor to discuss the timing of testing.*
  - iii. Plan to quarantine for a period of 10 days from the date of exposure.*
- c. Please notify your supervisor immediately if you develop symptoms.
  - i. Supervisors will in turn notify their supervisor and VP for Business.*
  - ii. Campus health professionals will be notified.*

**7. Will offices close if an employee is exposed or tests positive for COVID 19?**

- a. If an employee is exposed, the employee should quarantine immediately upon notification for 10 days from the date of exposure.
  - i. Employees in that office area will continue to work as usual.*
- b. If an employee tests positive, the employee should contact their health care provider, notify their supervisor and remain home until cleared to return by their health care provider.
  - i. That is generally 48-72 hours without symptoms and a negative COVID test.*
- c. Co-workers who have had prolonged contact with an individual who tests positive and have not observed social distancing (wearing a face covering and maintaining a six foot distance for periods of 15 minutes or longer) will need to quarantine for 10 days from the date of exposure.
- d. The office area where the individual was working will be deep-cleaned immediately upon notification.

**8. What if I am considered “at-risk” due to age or pre-existing conditions, am I required to return to work?**

- a. Face coverings and social distancing will be required throughout the NOBTS campus to make all work areas as safe as possible for all of our employees.

**9. What if I don't have access to child care for my children since schools, Early Learning Centers, and camps are closed or severely limited in their capacity restricting their ability to accept larger numbers of children?**

- a. Speak to your supervisor if you are unable to return to work due to childcare needs.

**10. I have a family member who is sick with a COVID-19 related illness and I need to provide care, must I return to work now?**

- a. Speak to your supervisor if you are unable to return to work due to the need to care for a family member with a COVID-19 related illness.

**11. Will the River City Café and Café New Orleans be open?**

- a. Yes, the River City Café will continue to be open for lunch with limited dine-in seating available.
- b. Café New Orleans will be open offering drinks and prepackaged snacks.