

## **COVID-19 Return to Campus Preparation & Planning**

### **PHASE II – Preparation & Procedures**

**July 1, 2020 – August 18, 2020**

#### PHASE II – Preparation & Procedures

- Assessments of proper cleaning inventory as provided by CDC guidelines have been and will continue to be conducted for each campus/location. Inventories should be adequate for each campus for the duration of Phase II.
- Assessments of Personal Protective Equipment (PPE) have been and will continue to be conducted for each campus/location. All students, faculty, staff, and visitors must wear a proper facial covering in public areas of campus buildings. Facial coverings can be removed while working in private offices/cubicles. In general, visitors are limited to mail and package delivery persons, rug cleaning service individuals, etc.
- A separate disinfecting and cleaning procedure have been developed for all campuses, buildings, classrooms, labs, offices, restrooms, and highly/frequently used areas such as frequently used door handles, vending machines, water fountains, copy machines, etc.
- All maintenance and custodian staff will be trained on the proper methods for cleaning and disinfecting as per CDC guidelines. Training will also include the proper procedures for wearing and handling PPE.
- Each Dean of Campus Administration will determine the entry and exit points for all students, faculty, staff, and visitors.
- Each Department Head will develop a plan, in conjunction with their respective Vice Chancellor and Dean of Campus Administration, for faculty & staff to return to campus. These plans should include social distancing practices. The goal is to know who will be on each campus, in which areas and times.
  - High risk employees (individuals with serious medical conditions or individuals prone to contract this disease) should continue to work from home.
  - Faculty & staff who can perform optimum work productivity from home should continue to do so.
  - Additional flexibility will be required during this time as federal and state guidelines may continue to rapidly change.

## I. RETURN TO CAMPUS

We remain under the Public Health Emergency declared by Proclamation Number 25 JBE 2020 in response to the threat posed by COVID-19. Campuses remain closed to the public, but remain fully operational. The authorization for agencies to permit employees to work remotely remains in effect; however, we must begin the process of returning some of our workforce to the workplace. The appropriate safeguards and health measures will need to be implemented before opening campuses to the public.

- There can be no more than 50% occupancy at each campus on a daily basis.
- Supervisors should make considerations for employees who cannot return to work because of health issues or childcare situations.
  - Supervisors should consider allowing those that cannot easily work from home to be among the first to return to work.
  - All employees must have a fixed schedule.
- All students, faculty, staff, and visitors must check-in at the designated entry point. At the entry point, temperature checks will be taken and an NTCC online wellness questionnaire <https://www.northshorecollege.edu/covid-19-symptom-checker> must be verified as completed. Entering or allowing others to enter the facilities without the proper check-in process will result in disciplinary action.
  - Out of an abundance of caution for their safety and that of others any employee temperature that is 100.4 and above will not be allowed to access the building. Employees will be referred to Human Resources.
- All gathering spaces such as lunch rooms or break rooms will be closed and strictly enforced.
- All students, faculty, staff, and visitors must adhere to the safety guidelines listed in these procedures.

## II. SAFETY MEASURES

The health and welfare of our students & employees remain our highest priority. In returning employees to the workplace, specific safety measures, in compliance with recommendations from the Center for Disease Control, must be implemented to ensure that we continue our efforts to decrease the spread of COVID-19. Beginning May 15, managers are to ensure compliance with the following:

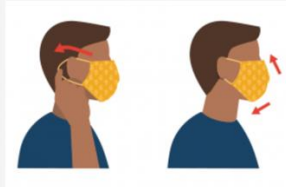
- **Facial Coverings** – A mask (preferably cloth), scarf, bandana or other such **facial covering shall be worn** upon entering and leaving all public spaces including but not limited to the office building, in halls, walkways, stairwells, elevators,

kitchens, break rooms, meeting rooms and restrooms. Failure to do so will be considered insubordination and is subject to disciplinary action.

Employees are encouraged to bring their own facial covering, but supplies will be available for those unable to do so. Although preferable to wear a facial covering at all times, employee's assigned to a private office or individual cubicle may remove the facial covering while working within their designated work space. The facial covering should fully cover the mouth/nose area and may not contain images or text that are inappropriate or may be offensive to others.

### Wear your Face Covering Correctly

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily



- **Physical Distancing** – Employees are required to maintain a minimum distance of 6 feet from others at all times. In-person meetings are permitted, but should be limited in frequency, duration and number of attendees. In such meetings, face coverings must be utilized and the meeting space sufficient to satisfy the 6-foot distancing rule. Preferably telephones, teleconferences and video conferencing should be used. As we practice physical distancing, **access to our public spaces will be limited and social distancing will be mandatory. Congregating on campus, both inside and outside including the parking lot, will not be allowed and will be strictly enforced.**
- **Personal Hygiene** – Frequent hand-washing with soap and water is required. Vigorous washing for no less than 20 seconds is recommended. If available, hand sanitizers also should be frequently used. Coughs and sneezes should be covered. Civil Service will soon provide a training video on this issue.
- **Elevators** – Faculty, staff, and students will adhere to the Southeastern Louisiana University guidelines at our Connect to Success Site on the SELU Campus.
- **Travel** – International travel for business purposes remains prohibited. Domestic travel beyond the State of Louisiana by air or vehicle for business purposes requires my prior approval. In-state travel should be limited to business necessity. Where required, only two employees per vehicle is permissible, with the occupants required to wear facial covering at all times.
- **Miscellaneous:**
  - Avoid touching your face
  - Avoid handshakes and hugs

- Avoid touching frequently used objects and surfaces
- Avoid sharing cellphones, pens, computers and work areas
- Avoid sharing papers and physical objects during meetings

### III. EMPLOYEES SICK

#### **Employees should not report to Class/Office/Campus if they:**

- Suspect they are sick.
- Have COVID-19 like symptoms as defined by the CDC such as fever or difficulty breathing.
- Have been in close contact with someone who has COVID-19 or COVID-19 like symptoms. "Close contact" per CDC guidelines means that you have been within 6 feet of a person who has COVID-19 or is exhibiting COVID-19 like symptoms for more than 15 minutes starting from 48 hours before illness onset until the time the infected patient is isolated. Since it can take up to 14 days from when a person is first exposed to the virus for the disease to develop, we ask that you stay home, or quarantine, until 14 days after your last exposure. Even people who don't have symptoms can spread the disease, so even if you do not become ill, and we hope you do not, you could still spread the disease to others if you don't take precautions to prevent the spread of disease.
- Employees who are caring for a family member or living in the same household as a person who has tested positive for COVID-19.

#### **For an employee feeling sick at work with some or all of the following symptoms; respiratory illness, fever, cough, or shortness of breath, should:**

- Immediately contact their supervisor.
- Go home and contact their physician.
- Follow the physician's orders including initiating the process of contact tracing through LDH.

### IV. TESTING POSITIVE FOR COVID-19

Employees exhibiting symptoms of COVID-19 (fever, coughing, respiratory distress, etc.) are to remain home until fully recovered.

#### **An employee who tests positive for COVID-19 can return to work when:**

- You have no fever for 72 hours (3 days) without using fever reducing medications such as aspirin or ibuprofen, AND
- Your other symptoms have improved, AND
- At least 10 days have passed since your symptoms first began.
- You have submitted your written release from your doctor to the Director of Human Resources.

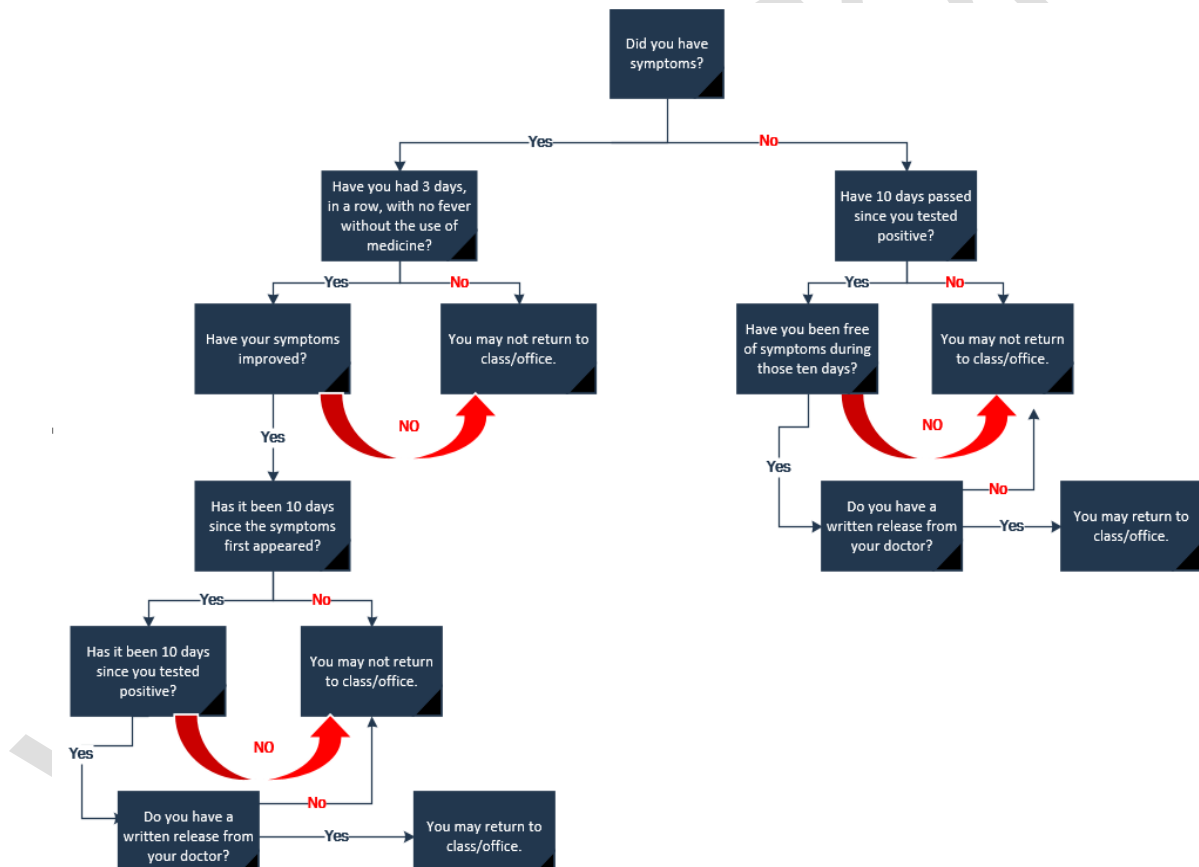
If you voluntarily decide to have follow up tests to determine if you still have COVID-19, you can end self-isolation after:

- You no longer have a fever without using fever reducing medications, AND
- Your other symptoms have improved, AND
- You have a written release from your doctor

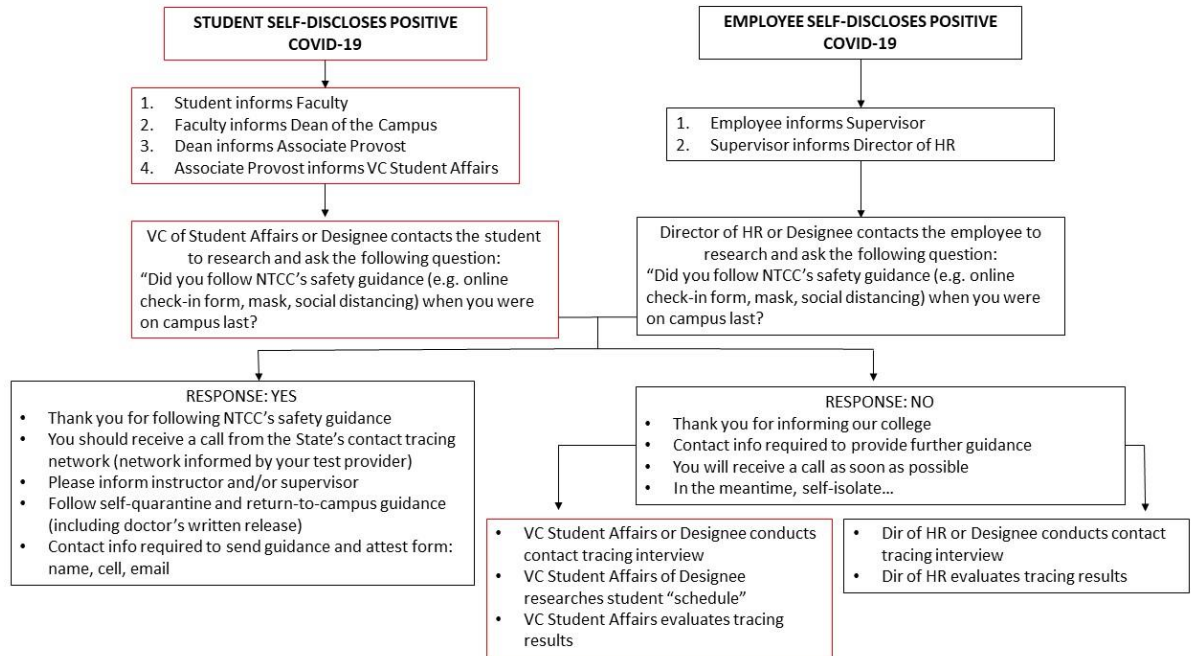
If you have not had any symptoms but tested positive, you can discontinue isolation when:

- At least 10 days have passed since the date of your first positive COVID-19 diagnostic test
- You have been free of symptoms during those ten days
- You have a written release from your doctor

Employees who have tested positive for COVID-19 may return to campus classes following the table below:



The following flowchart will be used as a guide for communicating with students, faculty, and staff who have tested positive for COVID-19:



## V. SUPERVISOR RESPONSIBILITIES

It is the responsibility of all supervisors to ensure that your faculty and staff are adhering to these procedures. In addition, please be mindful of these additional requirements for supervisors:

- Schedules of when Faculty/Staff and students will be on campus and what space is being utilized is sent to the appropriate Dean of Campus Administration timely.
- Proper check in procedures are followed.
- Masks and PPE usage guidelines are followed in work areas.
- Ensuring any faculty or staff member who has been off campus either to being COVID positive or in quarantine due to possible exposure, has been cleared by Human Resources before returning to campus.