

Alderson Broaddus University
COVID 19 Response
Return to Work Plan for Administrative Departments
As of 6/10/2020

Introduction

Alderson Broaddus University's response to the COVID-19 pandemic has been rooted in maintaining the health and safety of our workforce as well as the students we serve. As we return to operations, this focus remains as the top priority.

Our plans to return have been developed based on recommendations from federal and state agencies as well as from several higher education associations and local health professionals. The guidance in these documents can only be effective if the entire campus community works together to minimize the risks of virus spread.

This document is a guide for the return to on-site staffing of administrative departments. As our knowledge and understanding of the COVID-19 virus continues to evolve, and our policies and plans will likely need to be updated, your flexibility will be essential to our success.

Phased Staffing Approach

Alderson Broaddus University administrative personnel will return to on-site staffing in three phases. The first phase has already been implemented when facilities staff was brought back to campus on May 18, 2020.

Phase 2 will commence on June 22 and is characterized by the following:

- All administrative personnel will return to work on-site.
- Prior to returning to on-site work, each employee must complete a COVID 19 Screening Questionnaire.
- Supervisors may implement staggered reporting and departing. The beginning and end of the workday typically bring many people together at common entry/exit points of buildings. Staggering reporting and departure times by at least 30 minutes will reduce traffic in common areas to meet physical distancing requirements.

Phase 3 will commence on July 27 as students, faculty, and remaining staff return to campus. Prior to Phase 3, the University may issue additional guidance, particularly for personnel and operations who have frequent contact with students, parents, and the public.

Health and Safety Guidelines

Personal Safety Practices

All employees must adhere to the following preventative guidelines:

- **Regularly monitor your own health.** If you exhibit any of the following symptoms, do not come to work, call your supervisor, and consider seeing a medical professional.
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea

Your supervisor will contact Human Resources to discuss any steps that might be required for you to return to work.

- **Report if you have been in close contact with someone who tested positive for COVID 19**
 - The CDC defines “close contact” as a person that has been within six feet of an infected person for a prolonged period of time.
 - Supervisor will contact Human Resources for guidance.
- **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.
 - Avoid touching your eyes, nose and mouth with unwashed hands.
- **Avoid close contact.**
 - Avoid close contact with people who are sick, and put distance between yourself and others. Stay at least 6 feet (about 2 arms’ length) from other people. Remember that some people without symptoms may be able to spread the virus.
 - Avoid shaking hands.
 - Do not enter other employees’ personal workspaces.
 - Reduce high-touch exposures by propping open interior doors where feasible.
 - Do not gather in groups.
- **Cover your mouth and nose with a face covering when around others.**
 - Always wear a face covering in any work situation where you cannot adequately physically distance yourself from others. Continue to keep about 6 feet between yourself and others. The face covering is not a substitute for physical distancing.
 - The University can provide employees with a start-up supply of disposable face coverings. Each disposable mask can be worn for up to five days if allowed to dry

between uses. Employees should plan to bring their own face coverings from home. Guidance for making face coverings is available from the Center for Disease Control website.

- Wear a face covering when you go out of your personal workspace, particularly into spaces such as hallways where it may be difficult for you to maintain social distance. The face covering is meant to protect other people in case you are infected. You could spread COVID-19 even if you do not feel sick.
- Do NOT use a facemask meant for a healthcare worker. N95 and similar respirators should be reserved for medical workers and employees in other areas with task-specific hazards.

- **Cover coughs and sneezes.**
 - If you are in a private setting and do not have on your 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. University housekeeping staff will continue to use disinfectant spray daily on high-touch surfaces. These areas include, but are not limited to the following: entryway touch-points, doorknobs, water fountains, elevator panels/call buttons, stairwell handrails and restroom fixtures (sinks, faucets, toilets, towel dispensers, etc.).
 - Minimize the sharing of office equipment to the greatest extent possible. Disinfecting supplies will be available to employees to promote frequent wiping down of office common spaces, including countertops, conference tables and chairs, light switches, drawer handles, phones and copiers.
 - Individual employees should take care of any additional desired cleaning in their personal workspaces, including wiping down their desks, tables, phones, keyboards, light switches, etc.
 - If surfaces are dirty, clean them with detergent or soap and water before disinfection. Then use a household disinfectant.

- **Travel** – If you travel for personal or business reasons, notify your supervisor in advance of your trip.

Working Environment Guidelines

- **Work and traffic space**
 - Maintain at least 6 feet of distance from co-workers, particularly in shared work spaces. If possible, have at least one workspace separating you from another co-worker.
 - You should wear a face mask or face covering at all times while in a shared workspace/room or reception area. Departments should assess open work

environments and meeting rooms to institute measures to physically separate and increase distance between employees, other co-workers and customers.

- Stairways may be designated for up or down traffic. Please follow all signs.
 - If you work in an office, no more than one person should be in the same room unless the required 6 feet of distancing can be consistently maintained. If more than one person is in a room, masks/face coverings should be worn at all times. A mask or face covering is not needed if you are working alone in a confined office space.
 - Use of restrooms should be limited based on size to ensure at least 6 feet of distance between individuals. Wash your hands thoroughly afterward to reduce the potential transmission of the virus.
 - No more than 1-2 people should be in an elevator at a time, so please use the stairs whenever possible. If you are using the elevator, wear your mask or face covering and avoid touching the elevator buttons with your exposed hand/fingers, if possible. Wash your hands or use alcohol-based hand sanitizers upon departing the elevator.
 - Avoid use of common appliances, such as coffee pots, as well as communal gatherings in break rooms for meals.
- **Conducting Meetings**
 - Whenever possible, conduct meetings electronically, even when working on campus.
 - If meetings cannot be conducted virtually, in-person meetings are limited to the restrictions of local, state and federal orders and should not exceed 50 percent of a room's capacity, assuming individuals can still maintain 6 feet of separation for physical distancing requirements.

Employees with Special Concerns

- **What if I am a Vulnerable Employee?**
 - Who is a vulnerable employee?
 - Pregnant employees
 - High-risk employees
 - 65 or older
 - Anyone with underlying health conditions, such as asthma, chronic lung disease, diabetes, serious heart conditions, chronic kidney disease, severe obesity, immunocompromised, liver disease
 - Employees living with high-risk members of their household
 - If you are a vulnerable person please report to it your supervisor or Human Resource and indicate it in your COVID 19 Screening Questionnaire. Your medical information will remain confidential.
 - We will make reasonable accommodations to provide a safe workplace for you.
- **What if I am an employee with other concerns?**
 - Examples of other concerns

- Family circumstance not involving a high-risk household member
- Other fears or apprehensions
- If you have other concerns, report to them your supervisor or Human Resource and indicate it in your COVID 19 Screening Questionnaire
- If possible or reasonable, the University MAY be able to provide accommodations

Employee Rights under the Families First Coronavirus Response Act

- Two weeks of full-paid sick leave – if quarantined by government order or advice of health care provider and/or experiencing COVID-19 symptoms and seeking a medical diagnosis
- Two weeks of 2/3 paid sick leave – if employee is unable to work to care for a quarantined individual or to care for a child whose school or child care provider is unavailable due to COVID-19
- Up to additional 10 weeks of FMLA paid at 2/3 pay – if employee is unable to work to care for a child whose school or child care provider is unavailable due to COVID=19
- Contact Human Resources for more information