

COLUMBUS STATE

COMMUNITY COLLEGE

Guide for Employees Returning to the Workplace



Effective May 22, 2020

Revised August 24, 2020

Revised October 11, 2020

Revised December 18, 2020

Revised January 11, 2021

OBJECTIVE

The objective of this guideline is to reduce the spread of infection through implementing safe work practices to help reduce transmission by decreasing contact between sick and uninfected persons. The principles the College adopted in mid-March – health and safety first, flexibility and compassion, clear communication—continue to serve as our guides.

Please understand – this is a continually-evolving pandemic, and endorsements in work practices are subject to change quickly if recommendations from the Centers for Disease Control (CDC) or the Ohio Department of Health (ODH) change. This guidance will be updated accordingly.

Because of the nature of any respiratory illnesses, the objective is to focus on educating and protecting employees as well as minimizing the spread of the disease. Employee protection and service delivery to our students can be achieved through a combination of infection control methods and the use of personal preventive measures and protective equipment.

This document is a best management practice designed to supplement any policies, procedures, or guidance. This document applies to Columbus State Community College employees. All employees are expected to fully comply with the policies, protocols and guidelines outlined in this document. Failure to do so may result in corrective action.

CAMPUS ACCESS

While the college continues to operate in an extreme low-density model, it recognizes staff and faculty who are assigned to deliver services and instruction remotely, may need access to be on-site. The following protocols are in place to ensure requests for campus access have been approved and details the steps employees must follow in order to manage risk.

1. Access Types – as part of the access request process, there are three (3) types of access requests for employees to be on campus (Recurring/Temporary/Transaction) which are described in the table below.
2. Approvals – Will be based on the type of access that the employee is requesting.
3. Check Ins – Are completed by filling out the contact tracing webform. Sign-ins are not required at the CSPD.
4. Approval and Auditing – All required approvals will be emailed to covid19campusaccess@csc.edu and will be added to a worksheet that can be made available to supervisory staff, facilities, CSPD, in order to ensure risk of exposure is being managed properly.
5. Requirements for Approved Requests – Employees will continue to adhere to established requirements outlined below.

Campus Access Request Requirements:

Access Request Type	Description	Process
<p>Recurring Employee Access to Campus</p>	<p>Business units and individual employees who have received VP-level approval to be on campus during the COVID-19 pandemic and have associated protocols/procedures in place to ensure employee safety.</p> <p>Examples of Approvals:</p> <ul style="list-style-type: none"> • Police and Public Safety • Facilities Services (including Mail Services) • Business Services (Payroll, Bookstore) • IT Support • Specific Administrative Personnel • Faculty and instructional support personnel for in-person courses & services 	<p>If VP Approval has already occurred, and safety plans/protocols have been put in place: Complete Daily Health Assessment Complete Contact Tracing Form (this replaces the employee check-in at the CSPD.) Follow Safe Work Practices</p> <p>If VP Level Approval has NOT occurred: Email supervisor with request to work on-site – including the rationale for on-site work being a necessity. Approval will need to be in place 48 hours in advance of the scheduled on-site time.</p> <p>VP Level Approval for the recurring on-site work will be emailed to: covid19campusaccess@csc.edu</p> <p>Follow the Daily Health Assessment and Contact Tracing steps above.</p>
<p>Individual Employee – Temporary Access to Work Space</p>	<p>Faculty and Staff who are requesting campus access on a temporary, non-recurring basis (greater than 30 minutes in duration) in order to support operations/functions of the college that they are incapable of delivering from their assigned remote, telework environment.</p> <p>This would include:</p> <ul style="list-style-type: none"> • Temporary access to an employee’s work location to access their office or materials in their office space. • Access to campus that is outside of job duties and cannot be delivered remotely. <ul style="list-style-type: none"> ○ Volunteer duties at Mid Ohio Market (MOM) ○ Volunteer welcome team duties 	<p>Submit Email approval to supervisor at least 48 hours prior to requested on-site time. Email Will Include:</p> <ul style="list-style-type: none"> • Employee Name • Campus/Building/Office for access • Date and Time frame for access • Reason that access is required <p>Supervisor will ensure that density in space is appropriate and any additional safety protocols. (Staggered start times, protocols when in the office space, etc.) Supervisor will receive Director-Level approval as required by the specific department.</p> <p>Approved request should be forwarded to: covid19campusaccess@csc.edu</p> <p>The Campus Access Temporary Approval List will be updated with particular details about the visit and will trigger email being sent out reminding the employee to adhere to safety protocols. This Access List will be updated daily and will be centrally available.</p>

		Employee will follow directions in approval email: Complete Daily Health Assessment Complete Contact Tracing Follow Safe Work Practices
Employee Transaction Access (ETA) Requests	<p>Faculty and Staff who are requesting access to pick-up, drop-off or conduct a no or low-contact transaction with an expected on-campus visit of less than 30 minutes. This must be completed during work hours.</p> <p>The employee transactions, and the spaces where they are to occur, will have plans related to sanitization, social distancing, and scheduling. Access is solely for the purpose of engaging with that specific service.</p> <p>Examples Include:</p> <ul style="list-style-type: none"> • Drop/Off Pickup of Technology for College Employees • Employee pickup of mail/packages from mail services • Bookstore employee transactions <p>These employee transactions will have plans related to sanitization, social distancing, and scheduling and access is solely for the purpose of engaging with a specific service.</p>	<p>Receive access instructions or scheduled appointment from service area with which you are conducting the low/no contact transaction. (Email from IT, Appointment request from Bookstore, etc.)</p> <p>Notify supervisor of appointment for the transaction prior to leaving telework location.</p> <p>Follow specific instructions received from the service area (eg – Parking location, building access, etc.)</p> <p>Complete Daily Health Assessment Complete Contact Tracing Follow Safe Work Practices</p>

DAILY MONITORING and CONTACT TRACING

In accordance with the College’s responsibility to adhere to the Ohio Department of Health’s Stay Safe Ohio Director’s Order issued on April 30, 2020 and subsequent partial rescinding and modification on May 20, 2020 and extension on July 6, 2020 (<https://coronavirus.ohio.gov/wps/portal/gov/covid-19/resources/public-health-orders/>), the College is requiring all employees who physically report to any of the College’s campus to perform daily symptom assessments. These daily assessments will include temperature checks with a thermometer and monitoring for fever. The assessment will also include watching for coughing, trouble breathing, and other potential symptoms of COVID – 19.

A. HEALTH ASSESSMENT:

Required daily self-monitoring will consist of checking your temperature and completing a confidential COVID – 19 screening. This applies to all College employees who must report to the campus, any College-controlled property or to an off-site approved location (such as for training or an off-site meeting) for work. IF YOU ARE TELEWORKING, YOU NEED NOT COMPLETE. Before you leave for work, you must complete the confidential self-assessment through the URL that may be found at https://web.csc.edu/forms/covid19_screen_emp.php. The on-line form will resemble Attachment ‘A’.

1. Complete the on-line assessment, "COVID-19: Screening Form".
 - a. Follow all instructions in the assessment.
 - b. Complete all required steps, including a CURRENT phone number to contact if you are asked.
 - c. If your responses result in an instruction to stay home and not proceed to work on campus or to any College-controlled property, you are to do so until contacted by Human Resources or your supervisor.
2. If you have questions, consult with your supervisor or contact HR.
3. Should you go to work and realize you did not complete the assessment, you will need to leave campus and complete the assessment before checking in at the police station or going to your work area.

B. CONTACT TRACING

All College employees who must report to the campus, any College-controlled property or to an off-site approved location (such as for training or an off-site meeting) for work MUST sign in electronically once arriving at the location. Employees may enter their location multiple times within one day which will assist in real-time the tracing of all employees. The link may be found at http://web.csc.edu/forms/contact_tracing.php. IF YOU ARE TELEWORKING, YOU NEED NOT COMPLETE.

Supervisor Responsibility

1. Remind all employees, who have been approved to work on campus due to business necessity, to complete the on-line assessment before they leave for work.
2. If you do not believe an employee has the equipment or WiFi/Mobile Data to complete the assessment before they arrive on campus or at any College-controlled property, please contact your Business Partner in HR.
3. **Supervisors are required to know all of their employees working each day on campus.** Remind all employees who have been approved to work on campus/not telework due to business necessity to complete the electronic sign-in form once they arrive at their location. In the event of a COVID case, this information is used to contact all potentially affected employees. In addition, in the event of an outbreak, this information will be provided to the Franklin County Health Department to assist with contact tracing.

Human Resources Responsibility

1. Upon notification from the portal that an employee has responded 'yes' to a question on the self-assessment, HR will work with the employee and supervisor to determine when the employee should return to work on campus. **If the employee must stay home, consideration should be given to telework options until they are able to return to work on campus, keeping the employee's health and wellbeing at the forefront.**
2. Partner with IT to ensure all data is stored securely. Safeguard all information; only HR has access to the information in order to assist employees, respond to local or State health officials as needed, and help ensure the safety of our campus community. All responses are considered medical/confidential information, and therefore, are not subject to public record requests.

SAFE WORK PRACTICES

This section provides guidance on safe work practices. Contact HR with questions.

Control Method	Safe Work Practices
Distance (Initiate Social Distancing Behaviors)	<p>Keep a safe distance away (6 feet) from people as much as possible. Increasing the distance significantly reduces the likelihood of exposure.</p> <p>Limit personal face-to-face interactions. Eliminate in-person or face-to-face meetings and utilize Microsoft Teams or virtual options whenever possible.</p> <p>Avoid gatherings of more than 10 people.</p> <p>If a face-to-face meeting is necessary, choose a large room for meetings and sit at least 6 feet away from each other.</p> <p>Consider flexible work schedules and telework arrangements as approved by your Vice President to reduce contact and allow for social distancing.</p> <p>Stagger arrival time to avoid congestion at entrances.</p>
Hygiene Practices	<p>All employees are responsible for frequently disinfecting potential contaminated work surfaces and other regularly touched surfaces (e.g., desk counters, door knobs, keyboards, door handles). Facilities will provide disinfecting supplies.</p> <p>All employees are responsible for disinfecting shared work surfaces after each contact (e.g., kitchen counters, kitchen faucet handles, microwave buttons/handles and refrigerator door handles). Employees are NOT to share mugs, glasses, dishware, silverware, etc. even if they have been hand-washed. Facilities will provide disinfecting supplies.</p> <p>Ensure Facilities is aware if your department is consistently present on campus so they are able to ensure high-traffic areas are being cleaned and sanitized.</p> <p>Avoid touching your face, mouth, nose, or eyes.</p> <p>Wash hands frequently with soap and water for at least 20 seconds or use alcohol-based hand sanitizer (with at least 60% alcohol), especially after coughing or sneezing and before smoking or eating.</p> <p>Use cough and sneeze etiquette: cough and sneeze into your inner elbow or arm to reduce droplets. If you contaminate your hands with a cough or sneeze, immediately wash your hands with soap and water for at least 20 seconds, or use alcohol-based hand sanitizer (with at least 60% alcohol) if hand washing is not available.</p> <p>Reduce sharing work surfaces, telephones, computers, etc.</p> <p>Do not shake hands with, touch or hug individuals unless required to do so to provide care.</p>
Notification Guidelines	<p>Stay home when you are sick. Do not report to work if experiencing a fever, respiratory illness, or flu like symptoms. After completing the on-line assessment, if you answered “yes” to any questions, do not go to work on campus until you have spoken with a representative from HR.</p>

EMPLOYEES WHO MAY BE AT HIGHER RISK

According to the CDC, individuals with certain conditions may have a higher risk for COVID-19 infection. Those conditions may include older adults (aged 65 years and older), chronic lung disease, serious heart conditions, etc. Employees who have been instructed to return to work on-site and have concerns about doing so due to a medical condition that they believe places them in a higher risk group and who wish to seek interim ADA Reasonable Accommodations related to returning to work should notify HR at hrbp@csc.edu.

FACIAL COVERINGS

Facial coverings are required as provided in this guidance. The College will make every attempt to issue two facial coverings to all employees, but employees are encouraged and allowed to provide their own face coverings. At minimum, the facial coverings must cover the employee's nose, mouth and chin. Employees are expected to care for the facial coverings in accord with this guidance and as indicated by the manufacturer of the coverings. Facial coverings are not considered personal protective equipment (PPE). Employees must have a facial covering ready to wear at all times.

Facial coverings that will be distributed by the College (when available, two per employee total) may be picked up in the Police Department lobby. Should you forget your College-issued facial covering, disposable masks will also be available and may be picked up in the Police Department lobby; however, these will only be offered as supplies are available.

Should an employee not have a facial covering and a disposable mask is not available, the employee is to leave campus, notify their supervisor, and obtain a covering. Any time spent getting the facial covering will not be considered paid work time.

Supervisors: per state guidance, the College must be able to provide written justification, upon request, to local health officials explaining why an employee is not required to wear a facial covering in the workplace. Therefore, all employees in your areas must wear a facial covering unless you have received notice of an exception from Human Resources. Any questions related to an employee not wearing a facial covering should be immediately directed to Human Resources.

PROCEDURES FOR WEARING FACIAL COVERINGS





- Face coverings **are required** for all employees while at work unless any of the following apply:
 - 1) An employee is working alone in an assigned work area (such as an office or vehicle).
 - 2) Wearing a face covering compromises safety on the work site.
 - 3) An employee has a waiver from HR due to health reasons.
 - 4) An employee has a functional (practical) reason not to wear a facial covering in the workplace, as determined by department leadership and Human Resources.
- When facial coverings are not being worn, the covering must always be readily available for use in the instance of an unplanned contact with another person.

In addition to facial coverings distributed by the College, the following items may be worn as the required facial covering: Balaclava, scarf, bandana, home-made mask or similar article that covers the mouth, nose and chin and follow CDC guidelines. The following restrictions apply to such articles:

- May not display any inappropriate, religious, political or offensive logo, symbol, image, or graphic, etc.

FACIAL COVERINGS DO'S AND DON'TS

Do	Do not
<ul style="list-style-type: none"> • Ensure your nose, mouth and chin are covered at all times. • Ensure the fit is snug but comfortable against the side of your face. • Wash your hands or use hand sanitizer before putting on and immediately after removing. • Launder fabric coverings after each day. 	<ul style="list-style-type: none"> • Touch the covering while wearing it. • Allow the covering to slip under your nose. • Touch your eyes, nose, or mouth when removing the covering. • Wear when wet from laundering.

Type and Intended Use of Face Coverings/Masks				
Type	Cloth Face Covering 	Disposable Mask 	Medical-Grade Surgical Mask 	N95 Respirator 
Description	Home-made or commercially manufactured face coverings that are washable and help contain wearer's respiratory emissions	Commercially manufactured masks that help contain wearer's respiratory emissions	FDA-approved masks to protect the wearer from large droplets and splashes; helps contain wearer's respiratory emissions	Provide effective respiratory protection from airborne particles and aerosols; helps contain wearer's respiratory emissions
Intended use	Required for campus community use in non-healthcare settings (office spaces, general work settings, shops, community areas where 6' social distancing cannot be consistently maintained. Must be washed or replaced daily. (While likely necessary for ingress and egress, not required when working alone in an office).		These masks are reserved for healthcare workers and other approved areas with task-specific hazards.	

EXCEPTIONS TO FACE COVERINGS

If you have a health reason that does not allow you to wear a face covering or the inability to wear it for an extended period of time, contact HR at hrbp@csc.edu.

EXPOSURE

The Department of Human Resources is responsible to notify employees, when necessary, due to an exposure or potential exposure of COVID 19. If an exposure occurs, HR will complete the following:

- Immediately isolate and remove from the work site any individual who develops symptoms while physically present at work.
- Shutdown work location for deep sanitation, if possible.
- Contact the local health district about suspected cases or exposures as required.
- Work with local health department to identify potentially infected or exposed individuals to help facilitate effective contact tracing/notifications.

- When testing is readily available, work with partners and/or the local health department to test all suspected infections or exposures.
- Following testing, contact local health department if required.

The charts on the next three (3) pages contain the College's exposure and notification plan. These charts include the type of contact, what the employee must do and who to notify. Employees are required to make notification as indicated in the charts. Notifications will ensure the safety of the College's work environment and employee safety/well-being.

Exposure and Notification Plan Chart A:

Type of Contact	What to Do	Report Interaction To:
<p>First Degree: An individual who is exposed to a positive test individual and has spent a great deal of time with them.</p> <p>Examples: your significant other tests positive; a co-worker that you spend most of your day with tests positive; or anyone you had close contact with who tested positive for COVID-19.</p> <p>Close contact is when a person was within 6 feet of an infected person for 10-15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to specimen collection) until the time that the infected patient has been isolated. Business Partners will work closely with employee to determine if there has been close contact.</p>	<p>Stay at home. Do NOT come to work. Call your health care provider and follow instructions. Contact HR and inform of doctor's recommendations. (hrbp@csc.edu)</p> <p>Returning to Work: You cannot return to work without a doctor's certification, have no further exposure, have a release from your local health department, if applicable, and/or are symptom free as required by the Centers for Disease Control¹. A negative test is not considered an appropriate return-to-work strategy.</p> <p>If practical, consideration should be given to telework options until you are able to return to work on campus, keeping your health and wellbeing at the forefront.</p>	<p>HR Business Partner</p>

¹ CDC's **Symptom-based strategy for determining when to return to work.**

Mild to Moderate Illness who are not severely immunocompromised:

- At least 10 days have passed *since symptoms first appeared* **and**
- At least 24 hours have passed *since last fever* without the use of fever-reducing medications **and**
- Symptoms (e.g., cough, shortness of breath) have improved.

Note: Those **not severely immunocompromised** and who were **asymptomatic** throughout their infection may return to work when at least 10 days have passed since the date of their first positive viral diagnostic test.

Severe to Critical Illness or who are severely immunocompromised:

- At least 10 days and up to 20 days have passed *since symptoms first appeared* **and**
- At least 24 hours have passed *since last fever* without the use of fever-reducing medications **and**
- Symptoms (e.g., cough, shortness of breath) have improved.
- Consider consultation with infection control experts.

Type of Contact	What to Do	Report Interaction To:
<p>Second Degree: An individual who has spent a great deal of time with a First Degree person (spouse, co-worker, significant other, etc.). This person did not have direct contact with a positive test person or a person declared by the health department to be infected with COVID-19, but did have contact with someone else who did for a significant amount of time.</p> <p>Example: Your daughter, who lives with you, finds out that her boyfriend has tested positive for COVID-19, and she has been around him a significant amount of time. She is a First Degree Contact, and you will be a Second Degree Contact.</p>	<p>Contact HR Business Partner immediately upon learning of the potential exposure. You may report to work as long as asymptomatic unless told to stay home by HR. Due to the potential exposure, you will keep HR/supervision informed if you begin to have symptoms or have a temperature greater than 100 degrees. Temperature should be checked at least once every four hours.</p> <p>If it is recommended you report to work, you will be sent home if symptoms present. Then follow chart below.</p> <p>If you are required to stay home or are sent home, and it is practical, consideration should be given to telework options until you are able to return to work on campus, keeping your health and wellbeing at the forefront.</p>	<p>HR Business Partner</p> <p>If the employee contacts the Manager, the Manager must contact the HR Business Partner immediately.</p>
<p>Third Degree: Anyone who has been in contact with a Second Degree Person. It is believed most of our society is considered Third Degree Contact.</p> <p>Example: Almost everyone.</p>	<p>Operate as normal. No significant exposure risk exists beyond that which the entire public is already at risk for. Continue to wash your hands, practice social distancing, wear a facial covering & be mindful of your health. Should you develop any symptoms as asked in the required daily health assessment, mark 'yes', and wait for an HR Business Partner to contact you.</p>	<p>N/A</p>

Exposure and Notification Plan Chart B:

Situation	What to Do	Report Interaction To:
Person with symptoms	Keep social distance and contact your HR Business Partner and/or supervisor. Follow instructions. If you are not at work, do not proceed to work. Contact your HR Business Partner. Follow instructions.	HR Business Partner
You test positive for COVID 19	Stay at home. Do NOT come to work. Follow doctor's instructions. Returning to Work: You cannot return to work without a doctor's certification, have no further exposure, have a release from your local health department, if applicable, and/or are symptom free as required by the Centers for Disease Control ¹ . A negative test is not considered an appropriate return-to-work strategy.	HR Business Partner
Your family/close associates test positive for COVID 19 or has symptoms	Stay at home. Do NOT come to work. Call your health care provider and follow instructions. Contact HR Business Partner (hrbp@csc.edu) and inform of doctor's recommendations. Returning to Work: You cannot return to work without a doctor's certification, have no further exposure, have a release from your local health department, if applicable, and/or are symptom free as required by the Centers for Disease Control ¹ . A negative test is not considered an appropriate return-to-work strategy.	HR Business Partner
Potential facility contamination	Notify Human Resources of your manager and inform of potential contamination due to exposure. If an employee in your facility tests positive, appropriate decontamination measures will be taken.	Mark Dudgeon, Director of Facilities
Vehicle contamination	Notify manager and inform of potential contamination due to exposure. If vehicle cannot be decontaminated, then notify Manager and take out of service. Vehicle must be decontaminated before sending to Fleet.	Mark Dudgeon, Director of Facilities

COVID-19: Screening for Employees

ALL employees who must report to the campus, any College-controlled property or to an off-site approved location (such as for training or an off-site meeting) for work must take their temperature, complete the checklist below, sign and date prior to leaving for work.

For Questions 1-5:

If **YES** to **ANY**, you cannot work. Stay home, HR will be contacting you, and you must follow instructions. **DO NOT proceed to work on campus or any College-controlled property.**

- | | | |
|---|------------------------------|-----------------------------|
| 1. Do you currently have a fever greater than 100 degrees? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Have you been in close contact with someone who fits into any of the following categories in the last 10 days, and you were not wearing full PPE (i.e., gloves, surgical/N95 mask, gloves and gown)? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| a. Is scheduling a COVID-19 test. | | |
| b. Is waiting for the results of a COVID-19 test. | | |
| c. Has a laboratory-confirmed case of COVID-19. | | |
| 3. Are you currently scheduling a COVID-19 test or waiting for test results for Yourself due to a known exposure or symptoms? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. Have you experienced any of the following symptoms within the past 72 hours ? | | |
| Chills or Fever Greater than 100 Degrees | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Sore Throat | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Cough | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Shortness of Breath or Difficulty Breathing | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Chills | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Muscle or Body Aches (unexplained) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| New Loss of Taste or Smell | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Fatigue | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Headache | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Congestion or Runny Nose | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Nausea or Vomiting | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Diarrhea

Yes

No

5. Have you traveled to any of the countries considered by the CDC to be high risk within the last 10 days?

Yes

No

6. Phone Number for HR to Contact You: _____

If **YES** to **ANY** of the above questions (1-5), you are prohibited from working today unless you have been cleared by HR. Stay home, wait for HR to call you and follow instructions. **DO NOT proceed to work on campus, any College-controlled property or to an off-site approved location (such as for training or an off-site meeting).**

If you answered to **NO** to **ALL** questions (1-5), proceed to work.