

# COLUMBUS STATE

COMMUNITY COLLEGE

## Guide for Employees Returning to the Workplace



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## OBJECTIVE

The objective of this guideline is to reduce the spread of infection through implementing safe work practices to help reduce transmission. The principles the College adopted in March 2020 – health and safety first, flexibility and compassion, clear communication—continue to serve as our guides.

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 COVID-19 along with any variants of the illness. Employee protection and service delivery to our students can be achieved through a combination of individuals continuing to become vaccinated with the COVID-19 vaccine, 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

As our staff and faculty navigate returning to campus with increasing frequency it is important to continue promoting public health and proactive communication.

## DAILY HEALTH CHECKS

In accordance with the College’s desire to maintain a safe work environment, employees are encouraged to perform a Daily Health Check prior to physically reporting to any CSCC campus or event.

### ***A. Daily Health Check:***

The Daily Health Check is a self-administered screening tool that identifies the presence of symptoms related to COVID-19, Influenza, and other common illnesses. The Daily Health Check is an employee-administered tool, not a form submitted online. All College employees who report to the campus, any College-controlled property or to an off-site approved location (such as for training or an off-site meeting) are encouraged to complete the Daily Health Check prior to traveling to their work location. **IF YOU ARE TELEWORKING, YOU NEED NOT COMPLETE the Daily Health Check.**

1. The Daily Health Check may be found on the [csc.edu](http://csc.edu) website within the employee portion of the COVID-19 resources.
  - a. If you are feeling ill, you should not report to work.
  - b. If you answer ‘yes’ to any of the questions on the Daily Health Check, you should not report to work.
2. If you have any questions, please consult with your supervisor or contact Human Resources.

### **Supervisor Responsibility**

1. Encourage all employees, who have been approved to work on campus, to complete the Daily Health Check before they leave for work.
2. Work with employees to promote appropriate use of sick time in accordance with Policy 3-10 -- Sick Leave.

**Human Resources Responsibility**

1. **If it is determined that the employee must stay home for COVID related reasons, 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. Information gathered is considered medical/confidential information, and therefore, is not subject to public record requests.

**SAFE WORK PRACTICES**

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

<b>Control Method</b>	<b>Safe Work Practices</b>
Distance (Social Distancing Behaviors)	<p>The College will not require social distancing.</p> <p>Utilize Microsoft Teams or virtual options as needed.</p> <p>If having a face-to-face meeting, masks are optional.</p>
Hygiene Practices	<p>All employees are responsible for frequently disinfecting potential contaminated work surfaces and other regularly touched surfaces (e.g., desk counters, doorknobs, keyboards, door handles). Facilities will provide disinfecting supplies.</p> <p>All employees are responsible for disinfecting shared work surfaces (e.g., kitchen counters, refrigerators, microwaves, coffee makers, and kitchen faucet handles). Employees should NOT share mugs, glasses, dishware, silverware, etc.</p> <p>Please contact Facilities Management for cleaning supplies when needed.</p> <p>Avoid touching your face, mouth, nose, or eyes. Avoid sharing objects or equipment.</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 if hand washing is not available.</p>
Notification Guidelines	<p><b>Stay home when you are sick.</b> Do not report to work if experiencing a fever, respiratory illness, or flu like symptoms. After completing the Daily Health Check, if you answered “yes” to any questions, do not go to work on campus or a College-controlled property until you have spoken with your supervisor or 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 serious illness from COVID-19. Those conditions may include older adults (aged 65 years and older), persons with compromised immune systems, and persons with underlying chronic medical conditions (e.g., 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](mailto:hrbp@csc.edu).

## MASKS

**Masks are optional unless required in Chart A, B or Human Resources.** The College will make every attempt to continue having masks available, but employees are encouraged and allowed to provide their own masks should they choose to wear one. Should the employee be required to wear a mask per Chart A, B, or Human Resources; at minimum, the mask **should be two layers** and must cover the employee's nose, mouth and chin.

Should an employee who is required to wear a mask per Chart A, B or Human Resources not have a mask, and a disposable mask is not available, the employee is to leave campus, notify their supervisor, and obtain a mask. Any time spent getting the mask will not be considered paid work time.

## PROCEDURES FOR WEARING MASKS

In addition to masks distributed by the College, the following items may be worn when a mask is required per Chart A, B or Human Resources: home-made masks that contain two layers or similar article that covers the mouth, nose and chin and follow CDC guidelines. **Face shields, worn by themselves, are not allowed.** The following restrictions apply to any masks worn whether by choice or as required by Chart A, B or Human Resources:

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

## MASK DO'S AND DON'TS

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

## EXPOSURE

If an exposure of COVID-19 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 necessary.

**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><b>First Degree:</b> An individual who is exposed to an individual who is suspected or confirmed to have COVID-19 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><b>Close contact is when a person was within 6 feet of an infected person for a cumulative 15 minutes over a 24 hour period 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.</b> Business Partners will work closely with employee to determine if there has been close contact.</p>	<p>As soon as you are aware that you have been exposed to an individual with the COVID-19 virus you should wear a mask as you will be allowed to continue working with the mask on unless symptoms should develop as outlined below.</p> <p>For purposes of this Exposure and Notification Plan, the accurate counting of days since exposure or receipt of a positive test result is as follows:</p> <ul style="list-style-type: none"> <li>• Day 0 is the day of your last exposure to someone with COVID-19.</li> <li>• <b>Day 1 is the first full day</b> after your last exposure.</li> </ul> <p>Following exposure, you should wear a high-quality mask any time you are around others indoors for <b>10 full days</b> after your last exposure.</p> <p>You should get tested at least <b>5 full days</b> after your last exposure even if you don't develop symptoms. If you already had COVID-19 within the past 90 days, consult your business partner.</p> <p>If you test positive, you should isolate immediately.</p> <p>If you test negative, continue watching for symptoms after exposure through day 10. Symptoms such as:</p> <ul style="list-style-type: none"> <li>• Fever (100.4F or greater),</li> <li>• Cough,</li> <li>• Shortness of breath, and</li> <li>• Other COVID-19 symptoms.</li> </ul> <p>If you develop symptoms, you should:</p> <ul style="list-style-type: none"> <li>• Isolate immediately,</li> <li>• Get tested, and</li> <li>• Stay home until you know the result of the test.</li> </ul>	<p>HR Business Partner</p>

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

Mild to Moderate Illness who are not severely immunocompromised:

- At least 5 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 5 days have passed since the date of their first positive viral diagnostic test.

Type of Contact	What to Do	Report Interaction To:
<p><b>Second Degree:</b> 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.</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><b>Third Degree:</b> Anyone who has been in contact with a Second Degree Person.</p> <p>Example: Common situation dependent on number of COVID cases in the region.</p>	<p>Operate as normal. No significant exposure risk exists beyond that which the entire public may be already at risk for. Continue to wash your hands, practice social distancing, wear a facial covering &amp; be mindful of your health. Should you develop any symptoms as asked in the Daily Health Check, contact your supervisor or HR Business Partner.</p>	<p>N/A</p>

Exposure and Notification Plan Chart B:

Situation	What to Do	Report Interaction To:
Person with symptoms	Contact your HR Business Partner and/or supervisor. Follow instructions. If you are not at work, do not proceed to work.	HR Business Partner
You test positive for COVID 19	<p>Stay at home. Do NOT come to work. Follow doctor's instructions.</p> <p>Returning to Work: You cannot return to work for at least 5 full days from onset of symptoms or from the test date if no symptoms. If you have no symptoms or your symptoms are improving as required by the Centers for Disease Control<sup>1</sup>, you can return to work if you are fever-free without the assistance of fever reducing medication for at least 24 hours. If you return after isolating for 5 days from the onset of symptoms or from the test date, you must wear a facial covering around others for an additional 5 days.</p>	HR Business Partner
Your family/close associates test positive for COVID 19 or has symptoms	<p>As soon as you are aware that you have been exposed to an individual with the COVID-19 virus you should wear a mask as you will be allowed to continue working with the mask on unless symptoms should develop as outlined below.</p> <p>For purposes of this Exposure and Notification Plan, the accurate counting of days since exposure or receipt of a positive test result is as follows:</p> <ul style="list-style-type: none"> <li>• Day 0 is the day of your last exposure to someone with COVID-19.</li> <li>• <b>Day 1 is the first full day</b> after your last exposure.</li> </ul> <p>Following exposure, you should wear a high-quality mask any time you are around others indoors for <b>10 full days</b> after your last exposure.</p> <p>You should get tested at least <b>5 full days</b> after your last exposure even if you don't develop symptoms. If you already had COVID-19 within the past 90 days, consult your business partner.</p> <p>If you test positive, you should isolate immediately.</p> <p>If you test negative, continue watching for symptoms after exposure through day 10. Symptoms such as:</p> <ul style="list-style-type: none"> <li>• Fever (100.4F or greater),</li> <li>• Cough,</li> <li>• Shortness of breath, and</li> <li>• Other COVID-19 symptoms.</li> </ul> <p>If you develop symptoms, you should:</p> <ul style="list-style-type: none"> <li>• Isolate immediately,</li> <li>• Get tested, and</li> </ul> <p>Stay home until you know the result of the test.</p>	HR Business Partner

Exposure and Notification Plan Chart B Continued:

<b>Situation</b>	<b>What to Do</b>	<b>Report Interaction To:</b>
Potential facility contamination	Notify Human Resources or 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