

On-campus Operations Update

Recovery and Continued Mitigation

Staff members returned to work on campus effective August 3, 2020, and faculty returned to work on August 14th. On campus, hybrid, and online instruction for the fall term begins on August 17, 2020.

This latest document identifies key considerations for faculty and staff working on campus. Please read through this guide carefully. Note: All guidance is based on currently available evidence, resources, information, and expert opinion and is subject to change.

Concord University began transitioning from primarily telework to revised on-campus operations, beginning May 11, 2020. Additional staff members were returned to on-campus work as needed. The campus reopened to the public on August 3 with most staff members working on campus. Faculty, excluding those exempted, have an on-campus presence and began instruction on or from campus on August 17th.

There is a possibility of continuing telework under limited special circumstances subject to medical criteria and availability of accommodations or job modifications. See ***HR Briefing – ADA or Modifications Requests COVID-19***.

PRIORITY ONE: SAFETY, HEALTH AND WELLNESS

The safety of our campus community is of utmost importance! As employees returned to campus this summer, Concord has followed or exceeded recommended health precautions to help make Concord the safest university and workplace in the state. However, it is an assumed risk that faculty, staff, students, volunteers, and/or event participants may face exposure to a communicable disease, which may include COVID-19.

It is every employee's responsibility to adhere to good health and safety practices and comply with all environmental health and safety rules, laws, and regulations.

Assume that you may come in close contact with an individual who is infected. You are urged to take all reasonable safety precautions including wearing of facemasks/face coverings, social distancing, proper handwashing, and cleaning and disinfecting.

Several precautionary measures have been implemented that include, but are not limited to:

- Employees will conduct symptom monitoring and screening daily before reporting to work.
- Public access to campus was restricted until reopening facilities to the public on August 3, 2020.
- Individuals who are not members of the campus community are encouraged to make appointments and must wear facemasks/face coverings when entering a campus facility.



- Use of facemasks/face coverings is required in all indoor classrooms and public spaces.
- More frequent cleaning of common areas and frequently touched surfaces in accordance with CDC guidelines.
- Wider availability of hand sanitizer and cleaning supplies.
- Staggering of work shifts and/or classes to reduce congestion by employees or students, respectively.
- Revising work layouts and seating arrangements to achieve social distancing.
- Technology is available in each classroom to facilitate synchronous learning.
- Faculty, staff, and students have been provided training on the importance and expectations of increased attention to preventive and mitigation measures.
- A process has been established to address COVID-19 related requests for ADA accommodations or job modifications. See the HR Briefing on ADA or Modification Requests for application form.

Daily Screening Prior to Reporting to Work

Employees (faculty, staff, or students) are expected to follow the safety and health precautions identified in this briefing when reporting to work on campus:

- Each employee is expected to self-screen for symptoms of COVID-19, including checking for fever, **before reporting to work** each day.
- COVID-19 symptoms include:
 - Fever >100.4 Fahrenheit or chills in the last 48 hours
 - Cough, shortness of breath, or difficulty breathing
 - Fatigue
 - Headache, muscle or body aches
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Gastrointestinal symptoms like nausea, vomiting, or diarrhea in last 24 hours
- If you have seasonal or chronic symptoms plus any other symptom of COVID-19, then **you must stay home** and notify your supervisor.

Do Not Report to Work When

The University is committed to maintaining a safe workplace and taking necessary and reasonable steps to minimize health risks for its employees and other members of the campus community, including requiring that **employees NOT come to work on campus if they, or a member of their household, have symptoms of COVID-19, been diagnosed with, or have been exposed to, COVID-19.**

Note: If you have seasonal and chronic symptoms that are normal for you, then look for any other symptom of COVID-19.



If you:

- have symptoms of COVID-19 (see note), then **you must stay home** and notify your supervisor.
 - If you report to campus with symptoms of COVID-19, you will be sent home.
 - Get tested and self-monitor your symptoms for 14 days.
 - If your symptoms continue or get worse, then you should contact your healthcare provider.
- are currently being tested for COVID-19 (not targeted or baseline testing) **Self-quarantine is required pending test results.**
- are sick with any respiratory or gastrointestinal illness.
- receive official notification that you have been identified as a “close contact” of someone who has a confirmed case of COVID-19. **Self-quarantine for 14 days after last exposure.**
- have anyone in your household who has any of the symptoms of COVID-19 (see note).
- are caring for an individual who has been notified of potential exposure and/or who is in quarantine. **Self-quarantine for 14 days is required.**
- If you experience symptoms of COVID-19 while at work, report your symptoms to your supervisor and go home.
- If unable to drive, then you will be separated from others until arrangements are made to get you home.

Mental Health

Optum, part of UnitedHealth Group, operates an Emotional-Support Help Line. Professionally trained, mental health staff are there to support people who may be suffering from fear or stress created by COVID-19. Optum’s Emotional-Support Help Line number is 866-342-6892 and will be open 24 hours a day, seven days a week. The service is free of charge and open to all PEIA members.

Risk Communication

University personnel with high frequency interaction with the public are considered to be in the medium risk category and are expected to follow identified safety measures to protect themselves and others. Office personnel who have minimum contact with the general public or coworkers are at the lower risk but must exercise caution and follow recommended safety practices. The staff in the Student Health Center and Athletic Training are at higher risk of exposure and, therefore, must wear personal protective equipment as appropriate to their role and activities.



MAINTAINING WORKPLACE SAFETY AND HEALTH

The guidance herein should not be construed as medical advice. Please check with your health care provider for any specific concerns that you have about returning to school or work and follow their directions.

EXPOSURE CONTROL

Employee Reporting

An employee who has a confirmed case of COVID-19 is responsible for reporting that information to the University Office of Human Resources for the health and safety of the campus community. Reports should go to covid19reporting@concord.edu.

The employee is to remain off work until the period of isolation has ended consistent with CDC discontinuation of isolation criteria found below.

An employee who has been seriously ill with COVID-19 and/or associated complications shall not return to work until isolation is discontinued and the employee is released to return to work by her/his medical provider.

Contact-Tracing

When an employee or student has been identified as having COVID-19, contact tracing will be initiated. Contact tracing is a responsibility of DHHR and the local Health Department. Concord faculty and staff who have the training and are certified by DHHR may complement the efforts of the Health Department.

Individuals who have been identified as close contacts are to self-isolate for 14 days from last contact, regardless of outcome of COVID-19 testing, if applicable.

Targeted Testing

Although the CDC did not recommend targeted testing for faculty, staff, and students returning in the fall, Concord had each employee and contractor participate in targeted baseline testing for COVID-19 prior to beginning of student instruction on August 17th.

Over 1,559 individuals participated in the targeted testing. Of those, we had five (5) positive tests for a positivity rate of 0.32 percent. Any positivity under 1% is great and any over 3% is concerning.

From this point forward, additional case results will be added to our website www.concord.edu/backtocampus under the heading COVID-19 Totals.

Employees returning from out-of-state or from an area where there is substantial community spread **should** be tested and continue to self-monitor their health for signs and symptoms of COVID-19 for 14 days following return to campus, even with a negative test result.



DHHR encourages such individuals to stay home. If a person must leave the home, they should maintain social distancing (keep 6 feet away from individuals) and wear a facemask/cloth face covering when going into public places like stores, restaurants, and work/school.

Campus Safety Illness Prevention Precautions

- Use of facemasks/face coverings is required in all indoor classrooms and public spaces in all academic buildings, except for very limited exceptions noted below.
- Maintaining social distancing in a classroom setting does not change the requirement for wearing facemasks/face coverings.
- Facemasks/face coverings are required in hallways, stairways, and elevators in every university facility and anywhere it is impossible to maintain appropriate physical distancing.
 - Facemasks/face coverings are to be worn properly, i.e., snugly covering both the nose and mouth.
 - You are encouraged to use and launder your own reusable cloth facemasks/face coverings. CU will provide an initial cloth facemask/face covering for each employee and student.
 - The use of a gaiter as a face covering is acceptable provided the gaiter is not made of fleece.
 - Use of a facemasks/face coverings is not required out of doors, provided social distancing can be maintained.
- Faculty have the authority to enforce the use of facemasks/face coverings in their classroom but not the authority to exempt anyone from the requirement.
- Individuals with a verified health exemption from the facemask/face covering requirements will be required to use alternative safety measures.
- When a faculty member determines that wearing of a facemask/face covering will interfere with student participation requirements or effective teaching in their classroom, alternative safety measures will be required. Such determinations are subject to advance review and approval by administration.
- Plexiglas shields and/or other safety alternatives will be used by faculty and staff in designated areas such as classrooms and offices with open public access.
- Employees and students are encouraged to maintain physical distancing of six feet in all directions whenever possible, even while wearing a facemask/face covering.
- Employees are expected to use personal protective equipment (PPE) as appropriate to your position and role. Medical grade masks or respirators will be provided for student health services staff as recommended by the CDC.
- Continue proper handwashing and other hygiene and sanitation measures, including keeping frequently touched surfaces clean and sanitized.
- Hand Sanitizer, cleaning supplies, and tissues will be widely available.

- Cover your coughs and sneezes with a tissue or your elbow.

DISCONTINUING ISOLATION POST COVID-19 ILLNESS

Returning to Active On Campus Work following illness with Symptoms

Decisions to permit individuals who had symptoms to discontinue home isolation and return to work or school for persons who had confirmed or suspected COVID-19 will be made on the basis of a symptom-based strategy as recommended by the CDC.

Symptom-Based Strategy for Return

Individuals who had confirmed or suspected COVID-19, had symptoms, and were directed to care for themselves at home, may discontinue isolation and return to work or school under the following conditions:

- At least 10 days since symptoms first appeared
- At least **twenty-four hours** with no fever above 100.4 degrees without use of fever reducing medication, and
- Improvement in **other symptoms**.

For patients with severe illness, duration of isolation for up to 20 days after symptom onset may be warranted. Consider consultation with infection control experts.

Returning to Active On-Campus Work following Testing Positive for COVID-19 but with No Symptoms

Decisions regarding the return to work or school for individuals who tested positive for COVID-19 but exhibited no symptoms, will be made on the basis of a time-based strategy as recommended by the CDC.

Time-Based Strategy for Return

Persons with laboratory confirmed COVID-19 who have not had any symptoms and were directed to care for themselves at home may discontinue isolation and return to work or school under the following conditions:

- At least 10 days have passed after the date of their first positive RT-PCR test for SARS-CoV RNA, the date of their first positive COVID-19 diagnostic test.

STAFFING

Departments are to utilize the following guidance for returning to work and to maintain required physical distancing and reduce population density within buildings and work spaces.



Remote Work

For the most part, remote telework was phased out as of August 3, 2020, when the campus reopened to the public. Periodically, it may be advantageous to have remote work in a particular department. Any such arrangement must have prior authorization of the immediate supervisor, Cabinet officer and President and may be done on a full or partial day/week schedule, as appropriate. For example, during quarantine or isolation or for a COVID-19 related child care issue. A Policy is currently in development regarding the potential for continued utilization of remote or telework.

Alternating Schedules

To limit the number of individuals and face-to-face interactions among those on campus, departments should consider scheduling partial staffing on alternating days or weeks (such as half one day/week and half the other). Such schedules will help facilitate physical distancing, especially in areas with large common workspaces. In this fashion, not all employees would be subject to the same potential contact or spread of any illness to others. Assure that common work areas are adequately cleaned and sanitized between groups.

Staggered Reporting/Departing Times

The beginning and ending of the workday typically bring many people together at common entry/exit points. Staggering reporting and departure times by at least 30 minutes will reduce foot traffic in common areas to maintain physical distancing requirements.

WORKPLACE ENVIRONMENT

Entrances and Exits

Public access points may be limited as needed. Encourage visitors to call ahead and make appointments. Discourage walk ins to private offices and areas. All vendors, visitors, etc. are required to wear facemasks / face coverings in any university building.

Walking Patterns

Foot traffic patterns may have changed. Please note signage.

Signage

Signs, posters, policy, and educational materials will be widely distributed and displayed encouraging safety and health precautions.

We have used signs, tape marks, or other visual cues, such as decals or colored tape on the floor, placed six (6) feet apart, to indicate where to stand when physical barriers are not possible.



Touch Points

Contact with doorknobs, switches, buttons, stair rails, etc. should be limited to the minimum possible and such items are to be frequently cleaned and sanitized.

Office Environment

- If you work in an open office environment, be sure to maintain at least 6 feet of distance from co-workers. If social distancing is not possible, masks/face coverings must be worn at all times.
- 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 that does not accommodate physical distancing, masks/face coverings must be worn at all times. A facemask/face covering is not required if you are working alone in a confined office space or in partitioned work area in a large open environment.
- Your office is your home away from home. You set the rules regarding the wearing of facemasks/face coverings by others in your space. Consider posting a notice of the requirement, such as facemasks/face coverings required to enter.

Engineering Controls

- Transparent Plexiglas screens will be installed where appropriate to provide additional physical separation from the public.
- With administrative approval, transparent face shields may be worn by faculty when screens and facemasks/face coverings are not feasible, such as in some classrooms or to address ADA concerns, for example to accommodate the hearing impaired.
- Facemasks/face coverings must be worn by any employee in a reception/receiving area when greeting others.
- Facemasks/face coverings are to be used when inside any facility where others are present, including walking in hallways or stairways where others travel and in break rooms.
- Investigate upgrading to MERV-13 in University Point, Rahall, the Library, the Carter Center (Classroom area), Fine Arts, Marsh Hall, the Science Building, and the Student Center.
- Systems will be kept running 24/7.
- HVAC systems will increase outdoor air ventilation, as realistic, given environmental temperature and humidity levels.

Meeting Spaces

- Convening in groups increases the risk of viral transmission. Meetings should be held in whole or part using the extensive range of available technology.
- In-person meetings are limited by restrictions of local, state and federal orders. Currently, gatherings should not exceed 50 percent of a room's stated occupancy capacity as determined



by the State Fire Marshal's office. The modified occupancy limit will be posted outside/inside each meeting room.

- Per Executive Order dated June 13, 2020, social functions are limited to a maximum of 25 people in a room with appropriate physical distancing. Business meetings for essential businesses, like the university, are not restricted to 25 people but this remains a strong consideration in planning business activities.
- Departments should remove or rearrange chairs and tables or add visual cue marks in meeting rooms to support appropriate physical distancing practices between attendees.
- All attendees should wear a facemask/face covering while sharing space in a common room even with social distancing.
- During your time on site, you are encouraged to communicate with your coworkers as needed by e-mail, instant message, telephone, or other available technology, rather than face-to-face.

Restrooms

Access to restrooms should be limited based on facility size to ensure at least 6 feet of distance between individuals.

Elevators

- 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 an elevator, wear your facemask/face covering.
- 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.

Meals

- Employees are encouraged to take food back to their office areas or eat outdoors, if this is reasonable for their situations.
- The Cafeteria reopened on August 5 with limited in person dining and carry out.
- Office kitchens and breakrooms may not be used for communal gathering or dining in.
- Wash or sanitize your hands before and after using shared appliances like refrigerators and microwaves. After use, wipe appliances down and immediately wash your hands.
- Use of communal coffee pots is discouraged. Water fountains are closed.

Building Access

- Campus instructional and student services facilities reopened to the public on August 3, 2020.

University Travel Outside the Area

University travel will be limited and restricted. Prior approval by respective Cabinet Member is required.



For additional information regarding the management of the pandemic, please reference the Pandemic Illness Emergency operations plan on the Concord University **Return to Campus** webpage:

<https://www.concord.edu/About/Return-to-Campus-Plan.aspx>