

Resumption of On-campus Operations

Exposure Mitigation

This document identifies key considerations for faculty and staff returning to work on campus. Staff members are to continue to telework unless or until personally advised to return to on-campus work or until August 3, 2020. 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 will be returning to on campus work as needed. It is expected that staff members will return to on campus work no later than August 3, when campus facilities will reopen to the public. Faculty are expected to have an on campus presence by August 14 with office hours and begin instruction on or from campus on August 17th.

There is a possibility of continuing telework under 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 return this summer and students this fall, Concord will follow recommended health precautions to help make Concord the safest university and workplace in the state.

Physical Health

Take care of yourself and look out for others to stop the spread of COVID-19. Follow the basic health precautions: wear facemasks, socially distance, keep hands washed and surfaces clean and sanitized.

The University is committed to meeting its obligations to maintain a safe workplace and take necessary and reasonable steps to minimize health risks for its employees, 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.**

Do not come to work if you have any symptoms of COVID-19 that are not normal for you. See note. Notify your supervisor of your absence.

Note: If you normally have seasonal allergies and/or chronic symptoms, then look for any other symptoms of COVID-19, which are not “normal” for you.



Mental Health

The current pandemic has created an abnormally stressful environment that is wearing on individuals. 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 866-3426892 and available 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 Sports Medicine are at high risk of exposure and therefore must wear personal protective equipment as appropriate to their role and activities.

Safety Precautions

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

- Employees will conduct symptom monitoring and self-screening daily before reporting to work each day.
- Public access to campus is restricted. No unsupervised public access to university buildings will be permitted until August 3rd.
- Individuals who are not members of the campus community are expected to make appointments and 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 live-streaming.
- Faculty, staff, and students will be trained 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.
- Symptoms include:
 - Fever >100.4 Fahrenheit or chills in the last 48 hours
 - Cough, shortness of breath, or difficulty breathing (unless chronic)
 - Fatigue (unless chronic)
 - Headache, muscle or body aches
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose (unless chronic)
 - 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.

MAINTAINING WORKPLACE SAFETY AND HEALTH

EXPOSURE CONTROL

Campus Safety Illness Prevention Precautions

- Facemasks/face coverings use 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.
 - Facemasks/face coverings are 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 their position and role. Medical grade masks or respirators will be provided for student health services staff and athletic training 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.

Concord will take progressive corrective or disciplinary action to address COVID-19 related safety issues.

Targeted Testing

Concord requires students taking in-person classes or working on campus to have a COVID-19 test when reporting to campus. Targeted persons who are tested for COVID-19 and who do not exhibit symptoms or have no known exposure, need not remain in quarantine (stay home) until a negative test result is received. If, however, the individual tested exhibits symptoms or has a known or suspected exposure, such individuals must quarantine as per guidance detailed below.

Quarantine

If you have non-chronic symptoms of COVID-19, then **you must self-quarantine.**

- You are to seek COVID-19 testing if it is available.
- If you are currently being tested for COVID-19 because of your symptoms, then you must quarantine pending test results.
- If the test is negative, then you may return to work when you have been free of COVID-19 symptoms for at least 24 hours.
- If the test is negative and you still have symptoms, then you should be evaluated by your medical care provider as per any other illness and may not return to work until released by the physician.



Other reasons for quarantine:

- If anyone in your household has non-chronic symptoms of COVID-19, then you must self-quarantine.
- If you receive official notification that you have been exposed to COVID-19 or identified as a “close contact” of someone who has a confirmed case of COVID-19, then you must self-quarantine for 14 days after exposure. Check your symptoms daily.
- If you are caring for an individual in your home who has been notified of potential exposure and /or who is in quarantine, then you must self-quarantine for 14 days. Check your symptoms daily.
- For persons exposed to someone with COVID-19 illness, CDC recommends quarantine (stay home) until 14 days after last contact, even with a negative test.
- Students or staff returning from out-of-state or from a country 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 quarantine.

Concord requires individuals to quarantine at their place of residence, whether residence hall or apartment. If an individual in quarantine must leave the university residence for essential services, they should maintain social distancing (keep 6 feet away from individuals) and wear a facemask/cloth face covering when going into public places.

Individuals in quarantine are not permitted to leave their quarters to work on campus, attend in-person classes, or visit / socialize in person with others on campus.

Persons with COVID-19

Employee Reporting

- An employee who has a confirmed case of COVID-19 is responsible for reporting that information to the university for the health and safety of the campus community.
- The employee is to remain off work until the period of isolation has ended consistent with CDC discontinuation of isolation criteria found below.
- May be requested to provide a medical release to return to work.
- Failure to report your confirmed case of COVID-19 and/or to complete isolation may result in suspension and discharge.

Contact-Tracing and Close Contacts

When an employee or student has been identified as having COVID-19, investigation will be initiated to determine whether other individuals may have been infected through close personal contact. Close contact is defined as any individual who was within six (6) feet of an infected person for at least 15



minutes starting from two (2) days before illness on set) or, for asymptomatic patients, two days prior to positive specimen collection) until the time the patient is isolated.

Contact tracing is a responsibility of DHHR and the Health Department. Concord faculty and staff who have contact tracing training will do an internal investigations and may complement the efforts of the Health Department, if requested.

Individuals who have been identified as a close contact with confirmed or probable COVID-19 will be notified of their exposure as soon as possible. The patient may notify some or all of their close contacts BEFORE the contact tracer.

The identity of the patient or other identifying information will NOT be revealed, alluded to, or confirmed by the contact tracer or university personnel, even if explicitly asked by a contact.

Concord expects close contacts to be tested for COVID-19 and to follow the guidance for positive and negative tests below.

Positive Test: Those contacts who test positive will be managed as confirmed cases and must isolate until meeting the conditions for discontinuing isolation as noted below.

Negative Test: Those contacts who test negative are to continue self-quarantine for an additional five days to monitor symptoms and retest if symptoms appear within the five-day period.

Discontinuing Isolation Post COVID-19 Illness

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 the provider's directions.

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. **(Reflects CDC updates as of July 20, 2020.)**

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 24 hours have passes with no fever above 100.4 degrees without use of fever-reducing medication and
- Improvement in symptoms **and**
- At least 10 days since symptoms first appeared



- 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.
- Patients who had severe illness, must have a release by a healthcare provider to return to work.

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

Persons with laboratory confirmed COVID-19 who never develop symptoms, isolation and other precautions can be discontinued 10 days after the date of the positive COVID-19 test and the employee may return to on campus work.

Individuals with conditions that weaken their immune system might need to stay home longer than 10 days and must have a release by a healthcare provider to return to on campus work.

Medical Release

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

STAFFING

Departments are to utilize the following guidance for returning to work, including maintaining required physical distancing and reducing population density within buildings and work spaces.

Returning to Work from Telework

Cabinet members will phase in on campus staffing levels appropriate for their department(s) throughout June and July, with the intent to have all staff back on campus not later than August 3rd.

- Employees will be notified when to report for on campus work and provided instructions on how to resume on campus operations.
- Prior to return to on campus work:
 - IT and Facilities staff will verify that all systems, communications, and required capabilities are available and operational to support on campus work.
 - IT and Business Office will develop a process for overseeing the orderly return of equipment provided to support telework as employees return.
 - Public Safety and WFF leadership will conduct safety, security, and health assessments prior to opening a department for reentry.
- The Cabinet will determine the priority for departments and functions to return to campus and become operational.
- Employees who are working remotely via telework will continue to telework until personally notified to report to work on campus at the direction of their cabinet officer.



- When telework employees have returned to campus, IT and the Business Office will retrieve any equipment on temporary loan to facilitate telework and IT will terminate temporary VPN arrangements.

Remote Work

Those employees who can work remotely to fulfill some or all of their work responsibilities may continue to do so in the early phases of reentry to reduce the number of individuals on campus and the potential spread of the COVID-19 virus. These arrangements, which must be approved by the immediate supervisor, may be done on a full or partial day/week schedule, as appropriate.

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 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. 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.

Use signs, tape marks, or other visual cues such as decals or colored tape on the floor, placed 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 or face covering is not required if you are working alone in a confined office space or in partitioned work areas 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.

- Social functions are limited to a maximum of ten (10) people in a room with appropriate physical distancing. Business meetings for essential businesses, like the university, are not restricted to ten (10) 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

- Please restrict use of elevators to ADA persons or transport of equipment and supplies.
- 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.
- 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.

Meals

- Employees are encouraged to take food back to their office area or eat outside, if this is reasonable for your situation.
- 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 will be closed.

Building Access

- All buildings will continue to be secured to limit entry to **employees only** until August 3rd when the campus reopens to the public.
- Do not prop open exterior doors longer than necessary to transfer equipment or materials. Never prop open locked doors for others.
- No unescorted visitors or guests will be permitted in university buildings until the campus reopens to the public.



- Once you have been instructed to return to the workplace, you should contact your supervisor for coordination of access to your building if you do not have a key.

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>