



Employee Responsibilities Upon Return to Work:

- **Social distancing.** Stay at least six feet apart and be mindful of enclosed spaces.
- **Handwashing.** Wash hands with soap and warm water for at least 20 seconds, especially after going to the bathroom, before eating, and after blowing nose, coughing, or sneezing.
- **Face coverings.** Wear from parking lot to workstation, in public, outside of individual office, in the hallways, entrances, conference rooms and when social distancing is not possible such as common areas. Employees will provide own face coverings.
- **Temperature checks.** Employees will be required to self-check temperatures daily before coming to work and stay home if they have a fever. Normal temperature should not exceed 99.9 degrees Fahrenheit, per CDC guidelines.
- **Screenings.** Employees will confirm to their supervisor each day, via email or face to face, that they have not been in close contact with anyone with COVID-19 and that they do not have COVID-19 symptoms. **Close contact is defined as being within six feet of a person diagnosed with COVID-19 for a prolonged period of time (15 minutes or more).** Close contact can occur while caring for, living with, visiting, or sharing a health care waiting area or room with someone who has COVID-19. Close contact also means having direct contact with secretions from a person with COVID-19.
- **Self-isolation.** Employees who are self-isolating will notify the College by completing the [Self-Isolation Form](#).
- **Educational Training.** Employees will agree that they have read and understand the [CDC COVID Fact Sheet](#) and the [CDC Stop the Spread of Germs sheet](#). They also agree that they will comply with these guidelines. A signed [Return to Work](#) document is required.
- **Be aware of COVID-19 symptoms. These symptoms are associated with COVID-19 infection:**
 - Fever, cough, and shortness of breath or difficulty breathing
 - Chills, repeated shaking with chills, and muscle pain
 - Headache
 - Sore throat
 - Loss of taste or smell

Employees who develop symptoms should stay home, limit contact with others, and contact their health care provider or, if needed, their local emergency room. Employees should also notify their supervisor.

Employees with symptoms and/or a positive COVID test, should not return to work until they are fever free without medication for 24 hours, until respiratory symptoms (such as cough and shortness of breath) are better, and until at least 10 days have passed since the onset of symptoms.

Employees with concerns about their unit's plans to return to campus may contact Human Resources.

SELF-ISOLATION

Employees in these categories, per CDC guidelines, are required to self-isolate for at least 14 days:

- Anyone with symptoms of possible COVID-19 infection or known to be positive for COVID-19 infection.
- Anyone who has had close contact with someone known to be diagnosed with COVID-19. Close contact is defined as being within six feet of a person diagnosed with COVID-19 for a prolonged period of time (15 minutes or more). Close contact can occur while caring for, living with, visiting, or sharing a health care waiting area or room with someone who has COVID-19. Close contact also means having direct contact with secretions from a person with COVID-19.

Employees should notify their supervisor and complete the [Self-Isolation Form](#). The form must be submitted to the supervisor and Human Resources. Employees will telework if possible.

Employees with symptoms and/or a positive COVID test, should not return to work until they are fever free without medication for 24 hours, until respiratory symptoms (such as cough and shortness of breath) are better, and until at least 10 days have passed since the onset of symptoms.

Employees who have been in contact with someone who is self-isolating but not known to be infected with COVID-19 are not required to self-isolate, but are encouraged to take precautions and closely monitor their health.

TEMPORARY TELECOMMUTING

Supervisors will work with employees with underlying conditions or who have been advised by a health care provider not to return to work. The College will allow temporary telecommuting if possible. **A doctor's statement will be required.** The [Temporary Telecommuting Application](#) and the [Temporary Telecommuting Agreement](#) must be completed, signed by the supervisor, and approved by Human Resources.

COLLEGE RESPONSIBILITIES

- **Workspaces.** Ensure layout and design of workspaces to create a natural separation of six feet apart.
- **Scheduling.** Consider staggered days and hours to limit the number of people in workspaces.
- **Processes.** Identify and digitize paper processes.
- **Cleaning.** Clean and disinfect frequently touched spaces daily. Provide additional cleaning supplies as needed.
- **Educational Training.** Provide training for employees as they return to work.