Return to Work Plan

Newberry College will follow a three-phase plan to gradually return to working on campus beginning in June 2020. The plan’s goals are to protect the health of employees, help ensure the well-being of the community, and carefully and deliberately prepare for fall semester. The plan will be updated as it progresses.

Principal Concepts

- Proceed thoughtfully, carefully, and deliberately.
- Accommodate employees who have underlying conditions or who live with someone who is a member of a vulnerable population.
- Continue telework as much as possible.
- Utilize technology to limit gatherings.
- Be ready to adjust based on guidance from the CDC and from state and local health officials.
- Emphasize social distancing, handwashing, staying home when sick, and use of cloth face coverings as needed.
- Be compassionate and flexible. Supervisors are asked to work with employees who have childcare or other family responsibilities and be mindful of the anxiety felt by employees.
- Those with underlying conditions will not be required to report, a doctor’s statement will be required. However, they will be required to continue to telework.
- To protect our employees, all visitors will be directed to security before admittance into any campus buildings.

Phases

Changes in phases will be determined by guidance and data from the CDC and from state, local, college health professionals, and the Health Task Force. Employees returning and flexible scheduling will be determined by the supervisors and communicated to their employees and Human Resources.

Phase 1

Incrementally return in a limited capacity. Priorities include positions that are needed for campus safety or reopening, or some jobs that cannot be effectively completed from home and are critical to ongoing operations as determined by supervisors and managers. Plan for social distancing for on-campus employees. Planned return to work date is June 15, 2020.
Phase 2
Carefully bring back additional personnel to increase unit capacity and functionality as needed. Refine workspace habits on social distancing and hygiene. Target date is July 13, 2020. Additional information to come prior to start.

Phase 3
Return to new normal with full staff while continuing to make use of telework, scheduling, and other measures to maintain social distancing and flexibility. Target date is July 27, 2020. Additional information will be forthcoming.

Employee Responsibilities

- **Social distancing.** Stay at least six feet apart and be mindful of enclosed spaces.
- **Handwashing.** Wash hands with soap and 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 100 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 (more than a few minutes). 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.** Complete training at time of return to work.

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.

**Phase I Implementation**

Identified staff that is deemed essential will report on a staggered schedule that will be developed and implemented by the supervisor. For those not returning in Phase 1, telework will continue.

**Phase 2 Implementation**

Bring back additional personnel to increase capacity and functionality as needed. Refine workspace layout and design to accommodate additional staff. For those not returning in Phase 1 or Phase 2, telework will continue. Utilize technology to limit gatherings.

**Phase 3 Implementation**

Return to “new normal” with full staff while continuing to utilize telework, flexible scheduling, and other measures to maintain social distancing and flexibility.

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