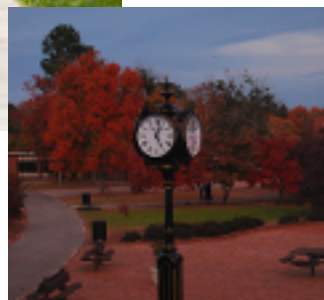


# CHOWAN

# CAMPUS REOPENING GUIDELINES



## GUIDING PRINCIPLES

- Preserve the health and safety of our university community and the surrounding communities.
- Maintain and deliver our mission of transforming the lives of our students through teaching, learning, engaging, and serving.
- Align our guidelines with the State of North Carolina's Phased Reopening Model and follow the recommendations from the federal government, Centers for Disease Control and Prevention (CDC), and the North Carolina Department of Public Health.
- Recognize our guidelines, policies, and plans will evolve as more information about the COVID-19 virus becomes available.

## RETURN TO WORK EXPECTATIONS

- All staff and faculty are expected to fully comply with the policies, protocols, and guidelines outlined in this document. Failure to do so may result in corrective action.
- Supervisors must remain vigilant in emphasizing social distancing, handwashing, staying home when sick, and use of face coverings as needed.

All staff and faculty are expected to do the following:

### **Be aware of COVID-19 symptoms.**

These symptoms are currently associated with COVID-19 infection:

- Fever
- Chills
- Repeated shaking with chills
- Runny nose or new sinus congestion
- Muscle pain
- Headache

- Sore throat
- Fatigue
- New GI symptoms
- New loss of taste or smell


Staff and faculty who develop one or more symptoms should stay home, limit contact with others, and contact their supervisor. The supervisor will follow the university's "COVID-19 Pandemic Protocol for Reporting Sickness."

Staff who have been instructed to return to the workplace must conduct symptom monitoring every day before reporting to work. Normal temperature should not exceed 100.4 degrees Fahrenheit. You must be free of ANY symptoms potentially related to COVID-19 or had evaluation and clearance by a health professional to be eligible to report to work.

According to the CDC, individuals with certain conditions may have a higher risk for COVID-19 infection. Those conditions may include:

- Older adults (aged 65 years and older)
- People with HIV
- Asthma (moderate-to-severe)
- Chronic lung disease
- Diabetes
- Serious heart conditions
- Chronic kidney disease being treated with dialysis
- Being immunocompromised

Staff and faculty who have been instructed to return to work on-campus and have concerns about doing so should due to a medical condition that places them in a higher risk group should contact their supervisor.

 **Self-Isolate.** Staff and faculty 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 means being within about six feet of a person diagnosed with COVID-19 for a prolonged period of time (that is, 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 (typically coughs and sneezes) from a person with COVID-19.
- Anyone arriving back in the United States after traveling in another country.

Staff and faculty who develop any symptoms of COVID-19 during self-isolation should contact their supervisor. The supervisor will follow the university's "COVID-19 Pandemic Protocol for Reporting Sickness."

Staff and faculty 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, closely monitor their health, and work from home, if possible.

## STAFFING OPTIONS

- ✓ **Remote Work:** Those who can work remotely to fulfill some or all of their work responsibilities may continue to do so to reduce the number of individuals on campus and the potential spread of the COVID-19 virus. These arrangements, which should be approved by the vice president, can be done on a full or partial day/week schedule as appropriate.

- ✓ **Alternating Days:** In order to limit the number of individuals and interactions among those on campus, departments should schedule partial staffing on alternating days. Such schedules will help enable social distancing, especially in areas with common workspaces.

- ✓ **Staggered Reporting/Departing:** Staggering reporting and departure times will limit the number of individuals and interactions among those on campus.

## PERSONAL SAFETY PRACTICES

- ✓ **Face masks/Cloth Face Coverings:** Face masks or face coverings must be worn by all staff working on campus when in the presence of others and in public settings where other social distancing measures are difficult to maintain (e.g., common work spaces, meeting rooms, classrooms, etc.). Appropriate use of face masks or coverings is critical in minimizing risks to others near you. You could spread COVID-19 to others even if you do not feel sick. The mask or cloth face covering is not a substitute for social distancing. Disposable masks will be provided by Chowan, if needed. Disposable masks may only be worn for one day and then must be placed in the trash. You may also wear a cloth face covering. Staff and faculty are encouraged to obtain their own masks, which will help Chowan reduce the need to purchase additional masks, which are in short supply. Cloth face coverings must only be worn for one day at a time, and must be properly laundered before use again. Having a week supply of cloth face coverings can help reduce the need for daily laundering.

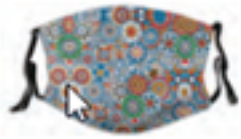



Type and Intended Use of Face Coverings/Masks				
Type	Cloth Face Covering 	Disposable Mask 	Medical-Grade Surgical Mask 	N95 Respirator 
Description	Home-made or commercially manufactured face coverings that are washable and help contain wearer's respiratory emissions	Commercially manufactured masks that help contain wearer's respiratory emissions	FDA-approved masks to protect the wearer from large droplets and splashes; helps contain wearer's respiratory emissions	Provide effective respiratory protection from airborne particles and aerosols; helps contain wearer's respiratory emissions
Intended use	Required for campus community use in non-healthcare settings (office spaces, general research/work settings, shops, community areas where 6' social distancing cannot be consistently maintained. Must be replaced daily. (While likely necessary for ingress and egress, not required when working alone in an office).		These masks are reserved for healthcare workers and other approved areas with task-specific hazards determined by OESO.	

Image Source: Duke University Guide for Returning to the Workplace

#### Putting on the face covering/disposable mask:

- ❑ Wash hands or use hand sanitizer prior to handling the face covering/disposable mask.
- ❑ Ensure the face-covering/disposable mask fits over the nose and under the chin.
- ❑ Situate the face-covering/disposable mask properly with nose wire snug against the nose (where applicable).
- ❑ Tie straps behind the head and neck or loop around the ears.
- ❑ Throughout the process: Avoid touching the front of the face covering/disposable mask.

#### Taking off the face covering/disposable mask:

- ❑ Do not touch your eyes, nose, or mouth when removing the face covering/disposable mask.
- ❑ When taking off the face covering/disposable mask, loop your finger into the strap and pull the strap away from the ear, or untie the straps.
- ❑ Wash hands immediately after

removing.

#### Care, storage and laundering:

Keep face coverings/disposable mask stored in a paper bag when not in use.

- ❑ Cloth face coverings may not be used more than one day at a time and must be washed after use.
- ❑ Cloth face coverings should be properly laundered with regular clothing detergent before first use, and after each work day. Cloth face coverings should be replaced immediately if soiled, damaged (e.g. ripped, punctured) or visibly contaminated.
- ❑ Disposable masks must not be used for more than one day and should be placed in the trash after your shift or if it is soiled, damaged (e.g., stretched ear loops, torn or punctured material) or visibly contaminated.

Staff and faculty do not need to wear goggles or face shields as part of general activity on campus. Good hand hygiene and avoiding

touching your face are generally sufficient for non-healthcare environments.

✓ **Social Distancing:** Keeping space between you and others is one of the best tools we have to avoid being exposed to the COVID-19 virus and slowing its spread. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you have no symptoms. Social distancing is important for everyone, especially to help protect people who are at higher risk of getting very sick. Staff at work on-site must follow these social distancing practices:

- ❑ Stay at least 6 feet (about 2 arms' length) from other people at all times
- ❑ Do not gather in groups of 10 or more
- ❑ Stay out of crowded places and avoid mass gatherings

✓ **Handwashing:** Staff and faculty should wash their hands often with soap and water for at least 20 seconds, especially after being in a public place, after touching frequently used items or surfaces, or after blowing their nose, coughing, or sneezing. If soap and water are not readily available, employees should use a hand sanitizer that contains at least 60 percent alcohol, covering all surfaces of their hands and rubbing them together until they feel dry. Staff and faculty should avoid touching their eyes, nose, and mouth with unwashed hands.

According to the CDC, gloves are not necessary for general use and do not replace good hand hygiene. Washing your hands often is considered the best practice for common everyday tasks.

✓ **Cleaning/Disinfection:** Clean and disinfect frequently touched surfaces daily following CDC recommendations.

This includes shared spaces such as tables, doorknobs, light switches, countertops,

handles, desks, phones, keyboards, faucets, and sinks. This also includes any shared equipment (e.g. copiers, printers, computers, A/V and other electrical equipment, coffee makers, desks and tables, light switches, door knobs, etc.).

Staff and faculty are encouraged to use disinfectant between uses of shared spaces throughout the day.

Housekeeping teams will clean office and work spaces based on CDC guidelines for disinfection. The university will also maintain hand-sanitizer stations at major building entrances and high-traffic areas.

✓ **Coughing/Sneezing Hygiene:** If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Then throw used tissues in the trash. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

## WORKPLACE ENVIRONMENTS

✓ **Offices:** If you work in an open environment, be sure to maintain at least 6 feet distance from co-workers. If possible have at least one workspace separating you from another co-worker. You should wear a face mask or face covering at all times while in a shared work space/room.

Departments should assess open work environments and meeting rooms to institute measures to physically separate and increase distance between employees, other coworkers, and customers, such as:

- ❑ Place visual cues such as floor decals, colored tape, or signs to indicate to

customers where they should stand while waiting in line.

- Place one-way directional signage for large open work spaces with multiple through-ways to increase distance between employees moving through the space.
- Consider designating specific stairways for up or down traffic if building space allows.

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, masks/face coverings should be worn at all times. A mask or face covering is not required if you are working alone in a confined office space (does not include partitioned work areas in a large open environment).

Masks/face coverings should be worn by any staff in a reception/receiving area. Masks/face coverings should be used when inside any Chowan facility where others are present, including walking in narrow hallways where others travel and in break rooms, conference rooms and other meeting locations.

✓ **Grounds/Maintenance:** Masks/face coverings should be worn by any employee when inside any Chowan facility where others are present.

A face mask or face covering is not required outside unless you are unable to maintain the required 6 feet of distancing.

✓ **Restrooms:** Use of restrooms should be limited based on size to ensure at least 6 feet distance between individuals. Wash your hands thoroughly afterward to reduce the potential transmission of the virus.

✓ **Elevators:** No more than one person may enter an elevator at a time, so please use the stairs whenever possible.

If you are using the elevator, wear your mask or face covering and avoid touching the elevator buttons with your exposed hand/fingers, if possible.

✓ **Meetings:** Convening in groups increases the risk of viral transmission. Where feasible, meetings should be held in whole or part using the extensive range of available collaboration tools (e.g. Microsoft Teams, Google Meet, telephone, etc.). In person meetings are limited to the restrictions of local, state and federal orders and should not exceed 50 percent of a room's capacity, assuming individuals can still maintain 6 feet of separation for social distancing requirements. Departments should remove or rearrange chairs and tables or add visual cue marks in meeting rooms to support social distancing practices between attendees. All attendees should wear a mask or face covering while sharing space in a common room. During your time on-site, you are encouraged to communicate with your colleagues and supervisors as needed by email, instant message, telephone or other available technology rather than face-to-face. You can also use a range of available collaboration tools (e.g. Microsoft Teams, Google Meet, etc.).

✓ **Meals:** Before and after eating, you should wash your hands thoroughly to reduce the potential transmission of the virus. If dining on campus, you should wear your mask or face covering until you are ready to eat and then replace it afterward. Eating establishments must meet requirements to allow at least 6 feet of distance between each customer, including lines and seating arrangements. Individuals should not sit facing one another. Staff are encouraged to take food back to their office area or eat outside, if this is reasonable for your situation. If you are eating in your work environment

(break room, office, etc.), maintain 6 feet distance between you and others. Individuals should not sit facing one another. Only remove your mask or face covering in order to eat, then put it back on. Departments should remove or rearrange chairs and tables or add visual cue marks in employee break rooms to support social distancing practices between employees. Wipe all surfaces, including table, refrigerator handle, coffee machine, etc. after using in common areas.

✓ **Common Areas:** The university will identify and close areas campus members are likely to congregate and interact or enforce strict social distancing protocols.

✓ **TRAVEL:** Restrictions still apply. Non-essential university-related travel is banned.

## EMOTIONAL WELLBEING

Employee Assistance Program (EAP) through Uum Group: EAP is available to offer emotional support during this stressful period. You can access this service by calling 1-800-854-1446. It is available 24 hours a day, 7 days a week, 365 days a year. Unum Group work-life balance is an employee resource program that is provided to you by the University free of charge. For additional information on this employee benefit, please contact the Human Resources Department.

## ENTER/EXIT CONTROL

Entry to and exit from buildings will be regulated. You may not hold or prop open exterior doors for any other person.

## SIGNAGE AND POSTERS

Building occupants are expected to follow

signage on traffic flow through building entrances, exits, stairwells, elevator usage, and similar common use areas.

## ON-CAMPUS VISITORS

Visitors and other intermittent traffic pose additional risks. Avoid non-essential visitors and take precautions to maintain safe distances between people.

Be proactive:

- ❑ Use phone conferences and online meeting platforms to reduce the number of visitors
- ❑ Limit points of entry and exit
- ❑ Designate one-way paths when possible
- ❑ Use tape, floor decals, or signs to identify where visitors should stand to preserve social distance
- ❑ Limit or remove chairs
- ❑ Add transparent barriers to protect both employees and visitors
- ❑ Provide hand sanitizer at entrances and in high-traffic areas
- ❑ Remove high touch items such as magazines or shared pens
- ❑ Provide visitors with a disposal face masks

## WORKPLACE EDUCATION

Flyers will be posted in buildings and periodically emailed to ensure that staff and faculty remain vigilant in knowing the symptoms of COVID-19 and what they can do to prevent its spread.

In addition, all staff and faculty are required to complete training via SafeColleges. Human Resources will provide additional information regarding this training.

## SOURCES

- Duke University's Guide for Returning to the Workplace
- The University of Tennessee - Knoxville Return to Work Guidance
- The University of Tennessee System Workforce Reintegration Plan
- Kansas State University Framework for Reopening
- University of South Carolina Guidelines for Returning to the Workplace
- Centers for Disease Control and Prevention Considerations for Schools
- American College Health Association's Guidelines for Reopening Campuses