

Glen Oaks Community College
COVID19 Employee
Preparedness and Response Plan

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Glen Oaks Community College is committed to protecting the health and safety of all members of the campus community including faculty, staff, students and visitors. This plan is intended to provide an outline of how the college will prepare, prevent, and respond to the Coronavirus Pandemic. It is intended to comply with Michigan Executive Order 2020-91. The goal is to re-establish a workplace where employees can safely and fully resume operations. It was developed by a sub-committee of the COVID19 Taskforce Committee, and includes the following members:

- Jamie Bennett-Yesh, HR Director – (269) 294-4229; jyesh@glenoaks.edu
- Sara Birch, Director of Nursing – (269) 294- 4287; sbirch@glenoaks.edu
- Candy Bohacz, HR Coordinator – (269) 294-4232; cbohacz@glenoaks.edu
- Dr. David Devier, College President – (269) 294 – 4221; ddevier@glenoaks.edu
- Larry Diekman, Director of Buildings & Grounds – (269) 294-4312; ldiekman@glenoaks.edu
- Tonya Howden, VP of Student Services – (269) 294-4230; thowden@glenoaks.edu
- Dr. Diane Roose, Dean of Academics – (269) 294-4354; droose@glenoaks.edu
- Larry Mericle, Custodial Supervisor – (269) 294-4341; lmericle@glenoaks.edu
- Bruce Zakrzewski, VP of Finance and Admin Services – (269) 294-4237;
bzakrzewski@glenoaks.edu

This guide was developed taking into consideration state/federal regulations and executive orders, OSHA guidelines, as well as recommendations and best practices from community health agencies such as the Center for Disease Control and the World Health Organization.

PLEASE NOTE: *This is a working guide that is expected to be revised as new information and best practices are identified.*

This guide will be available on the Shared Network Drive, and the college website:
<https://www.glenoaks.edu/coronavirus/>.

COVID19 SAFETY COORDINATORS

Per MIOSHA emergency rules of October 14, 2020, the following individuals have been identified as COVID19 Safety Coordinators. During Phases 1-3, at least one COVID19 Safety Coordinator is required to be present at all times employees are on-site to implement, monitor and report on the college's COVID19 control strategies. These individuals are:

- **Dr. David Devier, College President xt. 221**
- **Dr. Michael Goldin, Vice President of Academics xt. 250**
- **Tonya Howden, Vice President of Student Services xt. 230**
- **Bruce Zakrzewski, Vice President of Finance and Administrative Services xt. 237**
- **Larry Mericle, Custodial Supervisor xt. 341**
- **Larry Diekman, Director of Buildings & Grounds, xt. 312**
- **Levi Gowan, Maintenance Assistant, xt. 227**
- **Sara Birch, Director of Nursing, xt. 287**

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EMPLOYEE RISK GROUPS

Per OSHA Guidelines Employees are categorized by “risk groups” as follows:

RISK GROUP	DESCRIPTION	EXAMPLES
Very High Exposure Risk	Very high exposure risk jobs are those with high potential for exposure to known or suspected sources of COVID-19 during specific medical, postmortem, or laboratory procedures.	N/A
High Exposure Risk	High exposure risk jobs are those with high potential for exposure to known or suspected sources of COVID-19.	Clinical Instructors
Medium Exposure Risk	Medium exposure risk jobs include those that require frequent and/or close contact with (i.e., within 6 feet for 15+ mins) people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. In areas where there is ongoing community transmission, workers in this category may have contact with the general public (e.g., schools, high-population-density work environments, some high-volume retail settings)	Faculty Student Services IT Library Food Services Cashier
Lower Exposure Risk	Lower exposure risk (caution) jobs are those that do not require contact with people known to be, or suspected of being, infected with SARS-CoV-2 nor frequent close contact with (i.e., within 6 feet for 15+ mins) the general public. Workers in this category have minimal occupational contact with the public and other coworkers.	Other Admin & Support Staff

PHASED CAMPUS REOPENING

Strategy: Re-opening of the campus will be done in phases, with full focus on keeping our students, our employees and our community safe.

PHASE 1	Who is on campus?	Hours	Restrictions	Protocols	Questions/Comments
RESTRICTED CAMPUS ACCESS – CLOSED TO PUBLIC	<ul style="list-style-type: none"> ● Maintenance ● Custodians ● Limited identified administrators & Support Staff ● Majority of staff to work remotely – employees will only report to campus as necessary to complete tasks that must be performed onsite ● Students/Visitors with prior authorization from VP or President (restricted access, and all safety protocols must be followed) ● Self-Health Certification Form required daily of all employees coming on campus 	<ul style="list-style-type: none"> ● Normal Business Hours Only (Fall/Winter: M-F 8am-4pm, Summer: M-TH 7am-5pm) 	<ul style="list-style-type: none"> ● Students/Visitors with prior authorization from VP or President (restricted access, and all safety protocols must be followed) ● Instruction, Professional Development & Student Services delivered remotely ● Food Service, Bookstore, Fitness Center, Library remain closed ● No facility rentals ● No face-to-face meetings ● Minor campus projects on hold, major projects allowed on site ● Limited campus deliveries ● No on campus interviews (video interviews only) 	<ul style="list-style-type: none"> ● Social Distancing protocols followed while on campus ● Departments must develop plan to allow limited employee return to campus while maintaining social distancing requirement (some employees continue to work remotely) ● All meetings continue to be held virtually ● Custodians work to develop a sanitary baseline by cleaning all high touch surfaces ● Employee PPE provided, masks may be required of all employees (homemade face masks may be worn if preferred) 	<ul style="list-style-type: none"> ● Restrictions and protocols will be adjusted based on recommendations/requirements of state and local conditions. ● Phase Specific guidelines protocols are not date specific and can be extended based on state and local guidance ● Operational and Logistics personnel needed for Phase 2 to be identified in Phase 1 ● Identify additional technology needed for each phase (example: additional monitors, health screening station/app, etc.)
PHASE 2 INDICATORS	Transition between phases TBD by COVID Taskforce Committee. Considerations will include guidance from MIOSHA, MDHHS, BHSJC Health Department, state/federal government, and the status of the pandemic on campus.				

PHASE 2	Who is on campus?	Hours	Restrictions	Protocols	Questions/Comments
LIMITED CAMPUS ACCESS – BY APPOINTMENT ONLY	<ul style="list-style-type: none"> ● Phase 1 employees ● Limited admin and support staff necessary to meet operational needs of each department ● Many employees may still be working remotely ● Self-Health Certification Form required daily of all employees coming on campus (illness, exposure) ● Students/Visitors by appointment only 	<ul style="list-style-type: none"> ● Normal Business Hours Only (Fall/Winter: M-F 8am-4pm, Summer: M-TH 7am-5pm) 	<ul style="list-style-type: none"> ● Most Instruction continues remotely ● Students/Visitors allowed on campus by appointment only ● Students limited to 1 guest/parent ● No facility rentals ● Food Service, Bookstore, Fitness Center remain closed ● Library/Testing by appointment only ● Phase 1 allowances for project work and deliveries continues ● In-person meetings/instruction allowed IF necessary AND social distance protocols can be maintained ● Preference for video meetings/interviews to continue 	<ul style="list-style-type: none"> ● Employees must complete Health and Safety Training prior to return to campus ● Social Distancing Protocols continue ● Departments operate based on staffing/social distancing plans ● Sneeze guards installed at service interaction points; ● Facilities cleaning and disinfecting routine continues ● Employee PPE provided where/when needed, masks required of all employees (homemade face masks may be worn if preferred) ● Students/Visitors must also wear face masks or meet virtually 	<ul style="list-style-type: none"> ● Restrictions and protocols will be adjusted based on recommendations/requirements of state and local conditions. ● Phase Specific guidelines protocols are not date specific and can be extended based on state and local guidance
PHASE 3 INDICATORS	Transition between phases TBD by COVID Taskforce Committee. Considerations will include guidance from MIOSHA, MDHHS, BHSJC Health Department, state/federal government, and the status of the pandemic on campus.				

PHASE 3	Who is on campus?	Hours	Restrictions	Protocols	Questions/Comments
<p>CAMPUS OPEN FOR BASIC OPERATIONS – APPOINTMENTS ENCOURAGED</p>	<ul style="list-style-type: none"> ● Phase 1 employees ● Limited admin and support staff necessary to meet operational needs of each department* ● Some employees may still be working remotely ● Self-Health Certification Form required daily of all employees coming on campus (illness, exposure) ● Students/Visitors encouraged to make appointments 	<ul style="list-style-type: none"> ● Departmental hours may vary 	<ul style="list-style-type: none"> ● Most Instruction continues remotely ● Students/Visitors encouraged to make appointments ● Students limited to 2 guest/parents if social distancing can be maintained ● No facility rentals ● Food Service, Bookstore, Learning Commons open but may limit hours ● Fitness Center remains closed to public ● In-person meetings/instruction allowed IF necessary AND social distance protocols can be maintained ● Preference for video meetings/interviews to continue 	<ul style="list-style-type: none"> ● Employees must complete Health and Safety Training prior to return to campus ● Social Distancing Protocols continue ● Departments operate based on staffing/social distancing plans ● Sneeze guards installed at service interaction points; ● Facilities cleaning and disinfecting routine continues ● Employee PPE provided where/when needed, masks required of all employees (homemade face masks may be worn if preferred) ● Students/Visitors must also wear face masks or meet virtually 	<ul style="list-style-type: none"> ● Restrictions and protocols will be adjusted based on recommendations/requirements of state and local conditions. ● Phase Specific guidelines protocols are not date specific and can be extended based on state and local guidance
<p>PHASE 4 INDICATORS</p>	<p>Transition between phases TBD by COVID Taskforce Committee. Considerations will include guidance from MIOSHA, MDHHS, BHSJC Health Department, state/federal government, and the status of the pandemic on campus.</p>				

PHASE 4	Who is on campus?	Hours	Restrictions	Protocols	Questions/Comments
<p>CAMPUS OPEN FOR EXPANDED SERVICES – SAFETY PROTOCOLS STILL REQUIRED</p>	<ul style="list-style-type: none"> ● Most employees have returned to campus* ● Daily health screening for employees ● Campus open to visitors/guests ● Visitors/Guests must register at student services or using QR code ● Students return to campus 	<ul style="list-style-type: none"> ● Standard work schedules are back in place 	<ul style="list-style-type: none"> ● In-person on campus instruction begins, with modifications to promote social distancing ● Preference for service offices to see students and external customers by appointment or virtually ● Walk in service allowed assuming social distance protocols can be achieved ● Bookstore, Food Services, Learning Commons and Fitness Center open for students/members with appropriate social distancing protocols in place and increased disinfection protocols ● No facility rentals ● Gymnasium closed during evening hours 	<ul style="list-style-type: none"> ● Social distancing protocols continue ● Increased cleaning protocols continue ● Additional health screening protocols may need to be implemented ● Employee PPE provided where/when needed, masks required of all employees (homemade face masks may be worn if preferred) ● Students/Visitors must also wear face masks or meet virtually 	<ul style="list-style-type: none"> ● Restrictions and protocols will be adjusted based on recommendations/requirements of state and local conditions. ● Academics will continue to monitor course formats, and make changes as needed. ● Phase Specific guidelines protocols are not date specific and can be extended based on state and local guidance
<p>PHASE 5 INDICATORS</p>	<p>Transition between phases TBD by COVID Taskforce Committee. Considerations will include guidance from MIOSHA, MDHHS, BHSJC Health Department, state/federal government, and the status of the pandemic on campus.</p>				

PHASE 5	Who is on campus?	Hours	Restrictions	Protocols	Questions/Comments
CAMPUS RETURNS TO NORMAL OPERATIONS	<ul style="list-style-type: none"> ● Campus is fully operational 	<ul style="list-style-type: none"> ● All employees as scheduled 	<ul style="list-style-type: none"> ● Face-to-face instruction and services resume 	<ul style="list-style-type: none"> ● Safety/protocols may or may not still need to be in place but operations are settled into the new normal 	

* Per the MIOSHA Emergency Rules issued on October 14, 2020 and scheduled to remain in effect through April 14, 2020, the college will make every effort to promote remote work to the greatest extent possible, while also continuing to serve our students and maintain operations (based on the current phase of reopening).

FACULTY: Distance learning formats whenever feasible, except where hands-on learning is required (labs, skilled trades, nursing, etc)

HOUSING/IT/LEARNING COMMONS/STUDENT SERVICES: Department Directors must maintain enough staffing to serve students during the department's business hours, otherwise implementing remote work to the greatest extent feasible. Considerations should include the number of staff needed to maintain operations on campus, whether the work can be performed remotely, and the availability of the materials and technology necessary to work remotely.

ACADEMICS/ATHLETICS/BUSINESS OFFICE/HR/INSTITUTIONAL RESEARCH/MARKETING: Will work remotely as feasible, reporting to campus as needed and to complete work that cannot be complete remotely.

CUSTODIANS/MAINTENANCE/WORK STUDIES: Continue to work on campus, as work cannot feasibly be done remotely.

PERSONAL PROTECTIVE EQUIPMENT

INVENTORY OF PPE

FACE MASKS/GLOVES:

- Face masks will be required of all employees, students and visitors during **phases 1-4**, while in public/common areas. Employees do not need wear mask while seated alone in an individual office space. Masks must be worn properly, covering both your nose and mouth.
- Face masks may be fabric masks from home, or disposable masks provided by the college. **PLEASE DO NOT take more than is necessary for your shift so that we may continue to maintain enough inventory to protect ALL employees.**
- Face shields are recommended (in addition to, not in place of, face masks) when 3 feet of distance cannot be consistently be maintained between individuals. Please contact Human Resources if you require a face shield.
- Gloves are not recommended for most employees; however, the Admin Hub will maintain a small inventory for those employees who are performing work whereby gloves would provide an added layer of protection.

HAND SANITIZER:

- Hand sanitizer dispensers are located on either side of the main entrance, and throughout the building. Employees should utilize upon building entry.
- Buildings & Grounds will be responsible for maintaining campus wide inventory of face masks, sanitizer, hand soap, etc.

SNEEZE GUARDS:

- Sneeze guards will be installed at service interaction points throughout the college including: Admissions, Financial Aid, Registration, Library Counter, Nursing Front Desk, Cashiers Office, Admin Front Desk.
- Please contact Jamie Yesh and/or Larry Diekman regarding sneeze guard installations.

FOR STUDENTS/VISITORS:

The college does not expect employees to “enforce” the use of face masks by students and visitors. However, if an employee observes anyone who is not properly wearing a face mask covering both nose and mouth, employees are encouraged to address as follows:

- When scheduling appointments, inform the student/visitor up front that face masks will be required while inside the college and that they can obtain one from the Administrative Office if needed.
- If a student/visitor shows up without a mask, remind them that face masks are required for you to meet with them.

- If the student/visitor refuses, the employee can offer alternatives such as a virtual meeting, or rescheduling at a future time when face masks are no longer required.
- If a student/visitor refuses the mask or alternatives, employee(s) should contact Larry Diekman and/or a COVID19 Safety Coordinator to intercede. **For fastest response: Dial 111**

If supplies in any area need replenished, **DEPARTMENT DIRECTORS** are asked to submit an email to: helpdesk@glenoaks.edu and include "Maintenance" in the subject line in order to notify Buildings & Grounds. Please be sure to include what is empty and the location, such as "Hand soap dispenser empty in the women's restroom by gymnasium."

REQUIRED PPE BY RISK GROUP

In order to protect the health and safety of ALL members of our campus community, employees are expected to utilize the appropriate PPE based on the level of risk of contracting COVID19 in the workplace.

Employees who have a medical condition that prevents them from being able to utilize appropriate PPE should contact Human Resources to begin the interactive ADA process to determine reasonable accommodations.

PHASES 1-4

Very High Risk	High Risk	Medium Risk	Lower Risk
N/A	<ul style="list-style-type: none"> • Follow all clinical site restrictions/precautions including face masks, gloves, gowns, face shields, etc 	<ul style="list-style-type: none"> • Face Masks • Gloves (as requested) • Sneeze guards for public interface stations • Face shields recommended when 3 feet of distance cannot be consistently maintained 	<ul style="list-style-type: none"> • Face Masks

PHASE 5

Very High Risk	High Risk	Medium Risk	Lower Risk
N/A	TBD based on state/local guidelines and health agency recommendations	TBD based on state/local guidelines and health agency recommendations	TBD based on state/local guidelines and health agency recommendations

Infection Prevention Protocols

SOCIAL DISTANCING PROTOCOLS

Social Distancing is one method that has been identified to prevent the spread of COVID19. At the most basic level, it is simply maintaining physical distance from others, to reduce the possibility of infection.

To minimize the spread of COVID19, as faculty, staff and students return to campus, **during phases 1-4**, we ask everyone to strictly adhere to the following social distancing protocols:

- Stay 6 feet away from others as a normal practice
- Eliminate physical contact with others, such as handshakes, hugs, or touching
- To the extent feasible, avoid touching surfaces that are frequently touched by others (handrails, counter tops, etc)
- Avoid coming in close contact with anyone who appears to be sick or who is coughing or sneezing
- Utilize phone or teleconferences for meetings whenever feasible, even when within the building
- If meetings must be face to face, ensure you are allowing 6 feet of space between participants and all parties are wearing a face mask
- Utilize the concourse for meal periods as opposed to smaller, enclosed break areas
- To the greatest extent possible, avoid shared use of tools, pens, workstations etc.

OTHER INFECTION PREVENTION PROTOCOLS

In addition to the below, we encourage everyone to identify within their areas, ways to change their work and/or personal habits that will inhibit the spread of infection within the campus community.

- **ABSOLUTELY DO NOT** report to work if you are ill, or have any of the following symptoms:
 - Cough (new or out of ordinary)
 - Shortness of breath or difficulty breathing
 - Fever or Chills
 - Muscle or body aches
 - Headache
 - Sore throat
 - New loss of taste or smell
 - Nausea or vomiting
 - Diarrhea

Please contact your supervisor and/or HR if you are experiencing any of the above symptoms, so we can determine how long you will need to remain off campus.

- **Phases 1-4:** Self Health Screening certification must be submitted via Google Docs **each day** employees work on campus.
- **Phases 1-4:** Department Directors will coordinate department operations to ensure social distancing protocols can be safely maintained. This may include:
 - Staggering shifts for some employees

- Flexible/telework arrangements for some employees
- Working at a different workstation than normal
- **Wash hands thoroughly and often**, with soap and water, for at least 20 seconds (See Appendix A).
- Use hand sanitizer when soap and water are not available. Soap and water are more effective than hand sanitizer.
- Use provided materials to disinfect individual work stations, tools, pens, etc at the beginning/end of each shift.
- Avoid touching your face with unwashed hands – including adjusting your mask.
- Practice respiratory etiquette (sneeze/cough into a tissue and dispose of immediately, or use your elbow if tissue is not available).
- Follow the appropriate protocols for wearing and removing face masks (See Appendix B).
- Signage regarding the current health/safety precautions and restrictions will be posted at the main entrance.
- Signage will be posted near Admin Hub directing employees/visitors that face masks are required beyond this point.
- As of publication date, the COVID19 Vaccine is now being administered to the public in phases, based on priority groups. The college strongly encourages employees to be vaccinated as their priority group and health status allow. Information about the vaccine rollout in Michigan can be obtained here: https://www.michigan.gov/coronavirus/0,9753,7-406-98178_103214---,00.html

TESTING

From the State of Michigan:

To help stop the spread of COVID, it is especially important to get tested if:

- You feel sick;
- You have been in close contact with someone who is sick or has symptoms, or;
- If you work outside the home

To get tested:

- Call the COVID Hotline at **888-535-6136** from 8 a.m. to 5 p.m., Monday through Friday, and press 1 to be connected to an operator who can help you find a nearby location and schedule an appointment; or,
- Visit [Michigan.gov/CoronavirusTest](https://www.michigan.gov/CoronavirusTest) to find testing locations near you and schedule an appointment.
- There are many locations where you can get tested at no cost to you.

Currently, both Priority Health and MESSA cover testing, with no copay/deductible, by your primary care provider and certain pharmacies. Some restrictions may apply, such as requiring an order by a qualified health professional. Contact the Customer Service number on the back of your insurance card to confirm any such restrictions and to locate in network providers of COVID testing.

DISINFECTION MEASURES

SHARED SPACES

The custodial team will be increasing their focus on proper disinfection measures around campus, particularly in public and/or shared workspaces. The custodial team will be increasing their attention on high touch surfaces around campus (hand rails, door handles, elevator buttons, concourse tables, etc) and public workstations and common areas like those in Student Services, Learning Commons etc. Additionally, the Buildings and Grounds team will be increasing the frequency of the HVAC filter replacements.

While custodians will be addressing the large majority of disinfection around campus, we ask employees to help protect each other by disinfecting certain shared spaces after their use of such areas. For example:

- Break tables
- Computer stations
- Copiers

**The college will examine installing hand sanitizer near these areas for before/after use, especially if sanitizing products are difficult to maintain due to supply chain issues.

INDIVIDUAL SPACES

Employees are strongly encouraged to disinfect their individual workstations at the end of each work day utilizing college provided disinfectants. This should include keyboard, mouse, writing utensils, staplers, phones, and other high touch items.

SUPPLIES

If you notice supplies running low or empty anywhere on campus, please have your Department Director submit an email to: helpdesk@glenoaks.edu and include "Maintenance" in the subject line in order to notify Buildings & Grounds. Please be sure to include what is empty and the location, such as "Hand soap dispenser empty in the women's restroom by gymnasium."

EMPLOYEE TRAINING

Glen Oaks is striving to create a safe environment that protects the health of all members of the campus community including faculty, staff, and students. But the best plan means nothing, if we don't all do our part to protect each other.

For that reason HR will continue to review this plan in detail with all new hires as part of the onboarding process as long as these protocols are in place.

This review will cover the following:

- The phases of campus reopening
- What PPE is required, where to obtain it, and how to use it properly
- Proper handwashing technique
- What infection prevention measures are being taken to provide a safe work environment
- When and how to self-quarantine and return to work
- Leave options available to employees
- Completing the Self Health Screening Certification

Employee Health Screening

Glen Oaks Community College, after much consideration, has decided to forego physical examinations as employees enter the workplace. While we want to ensure the health and safety of employees, on-site health screenings have not proven to be completely reliable, make it difficult to maintain employee confidentiality, and increases the risk of exposure for the individuals performing the health screenings.

Therefore, during **Phases 1-3** of the reopening plan, in lieu of on-site physical screenings, employees are required to adhere to the following protocols:

DO NOT REPORT TO WORK if you are experiencing **ANY** of the following symptoms:

- Cough (new or out of ordinary)
- Shortness of breath or difficulty breathing
- Fever or Chills
- Muscle or body aches
- Headache
- Sore throat
- New loss of taste or smell
- Nausea or vomiting
- Diarrhea

If you are experiencing any of the above symptoms, **DO NOT REPORT TO WORK**. Instead, notify your supervisor and Human Resources to discuss your illness and the appropriate return to work protocols.

Employees who report to work will be required to submit a Self-Health Screening Certification Form each day they work on campus, prior to beginning their work, to certify that they are symptom free, and do not live with nor have had close/prolonged contact with someone diagnosed with, or suspected to have, COVID19. This Google form will be emailed to all employees prior to our return to campus.

There will be thermometers available in the Admin Hub if an employee needs to check their temperature while on campus. Please disinfect after use.

For employees interested in COVID testing - both Priority Health and MESSA cover testing with no copay/deductible via their provider and certain pharmacies (some restrictions may apply, such as an order by a qualified health professional). Please contact the Customer Service number on the back of your insurance card to confirm any such provisions or to locate in network providers of COVID testing. Additionally, you can locate community testing options on the state of Michigan's website here:

https://www.michigan.gov/coronavirus/0,9753,7-406-99891_99912-530161--,00.html

Quarantine/Return to Work Protocols

It cannot be stressed enough that employees should NOT report to campus, if they are ill or experiencing COVID19 symptoms. This is for the protection of our entire campus community and is of the utmost importance. An employee who is ill or experiencing symptoms should STAY HOME, and notify their supervisor and/or HR to discuss their return to work.

Employees are strongly encouraged to take advantage of COVID19 testing where applicable and accessible.

DEFINITIONS:

- **CLOSE CONTACT:** defined as being less than 6 feet apart from another individual for 15 or more minutes.
- **PRINCIPAL SYMPTOMS:** Include cough, shortness of breath, and loss of taste/smell
- **NON-PRINCIPAL SYMPTOMS:** Include headache, diarrhea, nausea, vomiting, fever, sore throat, muscle aches, fatigue, runny nose or congestion.

WHEN AN EMPLOYEE TESTS POSITIVE:

Glen Oaks will take every step possible to protect the employee's confidentiality, while also protecting the health of the greater campus community. If an employee tests positive for COVID19, they are expected to notify HR as soon as possible. If the employee has an individual workspace, the custodial team will be notified to disinfect the employee's workspace. The confirmed positive employee will also be asked to identify employees or students with whom they had close contact during the 48 hours preceding either the on-set of symptoms, or when COVID test specimen was collected. These contacts will be notified only that they have been in contact with someone who tested positive for COVID19: they will NOT be given the name of the positive employee. Close contacts will be notified within 24 hours of the college's knowledge. The BHSJC Health Department will also be notified immediately.

Please review the chart on the following page for quarantine/return to work protocols that will apply to COVID19 related illness or exposure.

If you test positive for COVID19	If you've had close contact with someone who tested positive for COVID19	If you have <u>one or more principal symptoms</u>	If you have <u>multiple non-principal symptoms</u>	If you have <u>one non-principal symptom not explained by a known medical/physical condition</u>
<ul style="list-style-type: none"> • Must remain off campus for ten (10) calendar days from onset of symptoms AND; • Must have no fever for at least 24 hours without the use of fever reducing medicine AND; • Any respiratory symptoms (cough and shortness of breath) have improved for at least three (3) days 	<p>Must remain off campus for ten (10) days from last exposure, AND no symptoms have developed during that time. OR</p> <ul style="list-style-type: none"> • After 7 days, with a negative COVID test (test must occur on or after day 5) AND no symptoms have developed during that time. • Under either scenario: continue to monitor for symptoms until 14 days from last exposure. <p><i>*Close contact is defined as being less than 6 feet apart for 15 or more minutes.</i></p>	<ul style="list-style-type: none"> • At least ten (10) calendar days have passed since the symptoms began AND; • Must have no fever for at least 24 hours without the use of fever reducing medicine during that time AND; • Any respiratory symptoms (cough and shortness of breath) have improved for at least three (3) days <p><i>*Principal symptoms include cough, shortness of breath, and loss of taste/smell</i></p> <p><i>*Employees may return to campus before the end of the 10-day isolation period only if symptoms have improved AND the employee can provide physician documentation attributing symptoms to a non-COVID medical condition. A negative COVID test alone will not permit return.</i></p>	<ul style="list-style-type: none"> • At least ten (10) calendar days have passed since the symptoms began* AND; • Must have no fever for at least 24 hours without the use of fever reducing medicine during that time AND; • Any symptoms have improved for at least three (3) days <p><i>*Non-principal symptoms include headache, diarrhea, nausea, vomiting, fever, sore throat, muscle aches, fatigue, runny nose or congestion.</i></p> <p><i>*Employees may return to campus before the end of the 10-day isolation period only if they have tested negative for COVID-19 during that time and/or the employee can provide physician documentation attributing symptoms to a non-COVID medical condition.</i></p>	<ul style="list-style-type: none"> • Fever: must be fever free for 24 hours without the use of fever reducing medication • Other non-principal Symptom: May return 24 hours AFTER symptom has improved and no other symptoms have developed <p><i>*Non-principal symptoms include headache, diarrhea, nausea, vomiting, fever, sore throat, muscle aches, fatigue, runny nose or congestion.</i></p>

EMPLOYEE LEAVE OPTIONS

Employees who cannot report to work for COVID19 related reasons **AND** are not able to telework have the following leave options available to them:

Emergency Paid Sick Leave (EPSL):

Although the requirement for employers to provide EPSL under the Families First Coronavirus Response Act expired effective 12/31/2020, Glen Oaks Community College will continue to maintain and allow the use of unused EPSL (if the employee has not exhausted it), through June 30, 2021, for COVID19 related absences (see eligibility below).

- Full-Time Employees are eligible for up to 80 hours of paid sick leave.
- Part-Time Employees are eligible for the number of hours usually worked, averaged over a 2-week period.
- This leave is intended to be used consecutively.
- EPSL Request Form and documentation must be submitted to HR

ELIGIBILITY FOR EPSL:

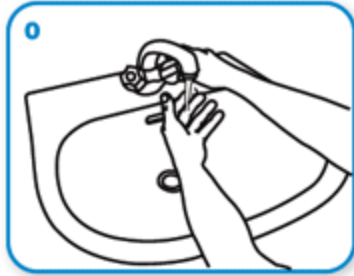
- You are subject to a Federal, State, or local quarantine or isolation order related to COVID-19. This reason is intended for use for your own illness related to COVID19. (You will need to provide a letter from your provider stating the terms of your absence). **Employee Paid at 100% of wages.**
- You have been advised by a health care provider to self-quarantine due to concerns related to COVID-19, and telework is not an option for you given the nature of your work. (You will need to provide a letter from your provider stating the terms of your absence). You may use EPSL due to exposure even if you have not become ill. **Employee Paid at 100% of wages.**
- You are experiencing symptoms of COVID-19 and are seeking medical diagnosis. **Employee Paid at 100% of wages.**

Please see Appendix C for Request Forms.

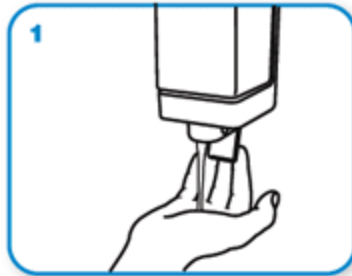
Company Provided Leave Benefits

When emergency paid sick leave has been exhausted or does not apply, employees may utilize their company provided sick, vacation, and personal leave time.

APPENDIX A: Proper Handwashing Techniques



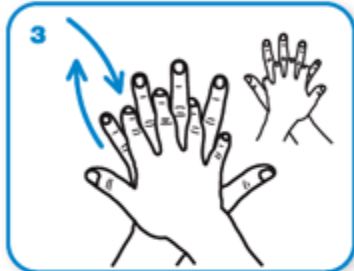
Wet hands with water



apply enough soap to cover all hand surfaces.



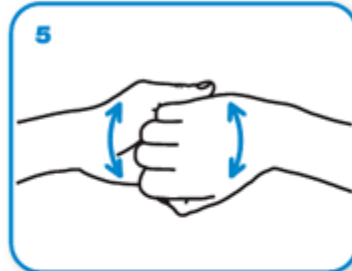
Rub hands palm to palm



right palm over left dorsum with interlaced fingers and vice versa



palm to palm with fingers interlaced



backs of fingers to opposing palms with fingers interlocked



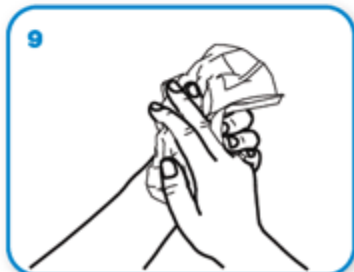
rotational rubbing of left thumb clasped in right palm and vice versa



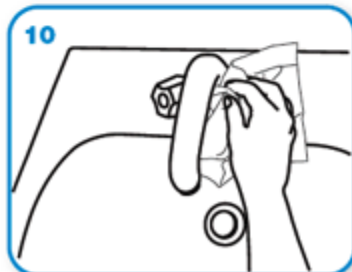
rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa.



Rinse hands with water



dry thoroughly with a single use towel



use towel to turn off faucet



...and your hands are safe.

APPENDIX B: Proper Use of Face Mask

How to Safely Wear and Take Off a Mask

Accessible: <https://www.cdc.gov/coronavirus/2019-nCoV/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>

WEAR YOUR FACE MASK CORRECTLY

- Wash your hands before putting on your mask
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2



USE THE MASK TO HELP PROTECT OTHERS

- Wear a mask to help protect others in case you're infected but don't have symptoms
- Keep the mask on your face the entire time you're in public
- Don't put the mask around your neck or up on your forehead
- Don't touch the mask, and, if you do, clean your hands

FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available



TAKE OFF YOUR MASK CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water



CS136488A 10/07/2020

Personal masks are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a cloth face covering, see:

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

APPENDIX C: Request for Emergency Paid Sick Leave

For Employees who are unable to work (or telework) requesting emergency paid sick leave as provided below, please complete the following request form and submit to the human resources department as soon as possible before leave commences. Verbal notice will be accepted until a form can be completed.

Employee Name (print clearly): _____

Department: _____

Manager: _____ Leave Start Date: _____

I am requesting this emergency paid sick leave due to my inability to work (or telework) because (check the appropriate reason below):

- 1) I am subject to a federal, state, or local quarantine or isolation order related to COVID19.
- 2) I have been advised by a health care provider to self-quarantine due to concerns related to COVID19.
- 3) I am experiencing symptoms of COVID19 and may be seeking a medical diagnosis.

I attest that the above information is accurate and complete. I understand falsification of any information given may lead to disciplinary action. Documentation from provider attached. I have attached appropriate documentation supporting my need for leave.

Employee Signature: _____ Date: _____

HR Department Rep. Signature: _____ Date: _____

Hours of EPSL Available: _____