



## PHASE 1: SOWELA RETURN-TO-CAMPUS PLAN

EFFECTIVE: MAY 18, 2020

Goal is to return at least 20% of workforce, increasing this % incrementally over time

### CORE CONCEPTS

- Proceed thoughtfully, carefully, and deliberately.
- Return employees to the workplace gradually and safely.
- Protect the most vulnerable.
- Follow all CDC, state, and regional guidelines.
- Be ready to adjust, including returning to a remote work environment, if the situation indicates
- Mitigate the risk of resurgence.
- Continue to build on innovations developed as a result of the pandemic's impact.
- Be compassionate and flexible.

### PHASES

- **Phase 0**-Effective March 23, 2020 - Stay-at-home order; state offices closed; essential workers only
- **Phase 1**-Effective May 18, 2020 -Stay-at-home order lifted; additional businesses open; continued restrictions on group sizes; limited number of employees returned to the workplace
- **Phase 2** - Effective date TBD - Additional businesses resume operations; increase in group sizes allowed; SOWELA brings back additional personnel to increase capacity and functionality
- **Phase 3** - Return to "new" normal; SOWELA returns full staff while continuing telework, scheduling, and other measures to maintain social distancing and flexibility.

### EMPLOYEES MAY REQUEST ACCOMMODATIONS THROUGH THE HR OFFICE

- Individuals at Higher Risk for Severe Illness from COVID-19 as identified by the CDC
  - People 65 years and older
  - People of all ages with the following underlying conditions:
    - ✓ Chronic lung disease or moderate to severe asthma
    - ✓ Serious heart conditions
    - ✓ Immunocompromised due to conditions resulting from cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids, and other immune weakening medications.
    - ✓ Severe obesity (body mass index [BMI] of 40 or higher)
    - ✓ Diabetes
    - ✓ Chronic kidney disease undergoing dialysis
    - ✓ Liver disease
    - ✓ Pregnancy
- Employees who cannot return to the workplace because they are caring for a child whose school or place of care has been closed due to COVID-19.
- Other qualifying reason

**Note: Preferred Accommodation is Telework.**

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## STRATEGIES GUIDING TACTICS AND ACTIONS IN EACH PHASE

- **Staffing** - Increase staffing incrementally to gradually increase campus operations
- **Hygiene and other Mitigation Measures** – Scale hygiene practices into cultural norms
- **Innovation** - Continue and expand innovative work practices
- **Monitoring** - Monitor health to ensure the well-being of our campus community

## STAFFING

Aside from essential personnel currently on campus, other critical employees specifically approved by the HR Office and ELT Division Leads may return to campus. Priorities include employees whose roles are:

- essential to safety
- essential to reopening of campus
- essential to maintaining and ensuring cleanliness of campus facilities
- critical to operations and who cannot effectively perform these roles by teleworking

Employees will be notified by supervisors if they are scheduled to return to their campus workplace. All other employees are to continue to work from home.

## HYGIENE AND OTHER MITIGATION MEASURES

### ● STAY AT HOME IF ILL OR EXPERIENCING SYMPTOMS

Symptoms include:

- 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

### ● SOCIAL DISTANCING

- Stay at least 6 feet apart and be mindful of enclosed spaces
- Use telephones, teleconferences, video conferencing, etc. rather than in-person meetings
- In-person meetings:
  - ✓ Limit frequency, duration, and number of attendees.
  - ✓ Face coverings must be worn.
  - ✓ Meeting space must allow for adhering to 6-foot distancing.

### ● PERSONAL HYGIENE

- Wash hands often and vigorously with soap and water for at least 20 seconds.
- Use hand sanitizer, at least 60% alcohol, if soap and water are unavailable.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Cover coughs and sneezes with tissues or with your elbow or sleeve.

### ● FACE COVERING

- Wear a face mask (preferably cloth) at all times unless working alone in a private office or individual cubicle that allows employee to be at least 6 feet from other individuals.

### ● CLEANING

- Increase frequency of cleaning facilities, strictly following CDC guidelines.
- Particular emphasis is to be given to high-use areas and frequently touched surfaces.

### ● COMMON AREAS

- Common areas are to be kept closed, to the extent possible.
- Practice social distancing in areas such as breakrooms and restrooms that must be left open.

### ● ADDITIONAL MEASURES

- Avoid handshakes and hugs.
- Avoid touching frequently used objects and surfaces.
- Avoid sharing office supplies, equipment, and work areas. If sharing is essential, all items should be disinfected before and after use.
- Avoid sharing papers and physical objects during meetings.
- Avoid anyone who appears to be sick, or who is coughing or sneezing.

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## INNOVATION

- **TELEWORK**
  - Majority of employees will continue to telework for at least portions of the workweek.
  - Initial Phase 1 goal is to return at least 20% of employees to the workplace. This % will progressively increase over the ensuing weeks and months in accordance with state guidelines.
- **SCHEDULING**
  - ELT division leads and supervisors:
    - ✓ have flexibility to utilize modified work schedules (partial or alternate workdays, extended workhours, and staggered days and hours) to facilitate social distancing,
    - ✓ should provide employees with fixed work schedules, and
    - ✓ are encouraged to first return employees who have been unable (or least able) to work productively from home due to the nature of their jobs.
- **WORK SPACES**
  - Make changes in layout and design to create natural separation of at least 6 feet.
  - Avoid desk layouts that are face-to-face.
  - When appropriate, utilize plexiglass shields between workstations and for employees who have regular contact with other employees, students, and/or the public.
- **PROCESSES**
  - Continue utilizing paperless processes already implemented.
  - Identify and digitize paper processes to the greatest extent possible.

## MONITORING

- **TEMPERATURE CHECKS**
  - Employees are asked to check their temperature each day before coming to work.
  - If temperature exceeds 100.4 degrees Fahrenheit, they should notify their supervisor and remain at home.
- **SCREENINGS**
  - Employees will complete a weekly COVID-19 screening form
  - Employees are to promptly notify their supervisor and/or the HR Office if:
    - ✓ they have been exposed to COVID-19,
    - ✓ have any COVID-19 symptoms, or
    - ✓ have been instructed to self-isolate.

Such employees are to stay home until they have been cleared by HR for return to campus.

## CAMPUS RESOURCES FOR PHASE 1

### TO SUPPORT THE STRATEGIES AND TACTICS IN PHASE 1, THE COLLEGE WILL:

- Provide mandatory Civil Service COVID-19 training to be completed by employees prior to their return to work in college facilities.
- Provide face covering and hand sanitizer to all returning employees.
- Provide additional PPE to employees whose jobs require it.
- Enhance cleaning, especially of high-touch items such as door knobs, faucets, etc.
- Provide additional cleaning supplies.
- Provide soap and paper towels in all areas with sinks.
- Provide guidance through the HR Office to improve work space design to ensure that social distancing can be observed.
- Provide signage to support social distancing and additional hygiene measures.
- Provide counter/desk-top plexiglass shields (sneeze guards) for employees who have regular contact with students, other employees, and the public.
- Adjust schedules, shifts, and reporting requirements to help ensure flexibility and social distancing.
- Maintain transformational work practices as needed to help ensure the safety of the college community.
- Provide contact tracing support to the SOWELA Health Center and/or state and local health departments, as appropriate.

Any concerns regarding returning to campus should be directed to your immediate supervisor or the HR Office.