



Workforce/Workplace Protocol for COVID-19

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Approved by and date:

Board of Trustees

06/08/2020

Executive Leadership Team

05/14/2020

Policy:

The Board recognizes that workforce protection and safety are critical to reopening and business continuity, and measures must be taken to ensure that faculty and staff have appropriate protective controls, plans, supplies, and guidance to return to work safely.

Procedures:

Approved by and date:

Executive Leadership Team

10/05/2020

In order to ensure that faculty and staff have appropriate protective guidance, controls, plans, and supplies to return to work safely and to maintain business continuity, the following procedures will be implemented prior to as well as during the period of time that COVID-19 poses a threat to public safety.

These procedures were developed in concert with the American College Health Association's *Considerations for Reopening Institutions of Higher Education in the COVID-19 Era*, and reflect guidance from the Centers for Disease Control.

Mandatory Education and Training

All faculty and staff will receive basic information and are required to participate in formal education/training regarding COVID-19. Compliance will be monitored via the director of human resources

Elements of training will include, but not be limited to:

- a. Infection prevention and control measures (hand hygiene, respiratory etiquette, physical distancing, cleaning, and disinfection), signs and symptoms, testing, transmission, and credible resources.
- b. KC policies and practices regarding infection prevention and control, use of PPE including face coverings, and actions if sick.

Required Employee Health Protocols

Supervisors are responsible for monitoring and enforcing these protocols:

- a. When meetings are not conducted virtually, in-person participation should be kept to no more than the room capacity that allows for appropriate physical distancing and enforce the wearing of face coverings.

- b. Avoid office gatherings, congregating in break/lunch rooms, and unnecessary visiting/contact (i.e., hugs and handshakes) in the workplace. Employees must stay within their own workspaces to the maximum extent possible.
- c. Maintain physical distancing of at least 6 feet between workstations/workers.
- d. Eliminate reusable kitchen items (flatware, dishes and cups) and cleaning tools (sponges, brushes, towels) and replace with single use options.
- e. Remove high-touch items from the workspace, such as brochures, common pens, etc.
- f. Avoid shared appliances or thoroughly sanitize prior to use.

Employees are responsible for self-monitoring and employing these best practices:

- a. Utilize good hand hygiene while in the workplace. Employees are advised to wash their hands using CDC guidelines or use hand sanitizer (60% alcohol) as an alternative.
- b. Practice proper cough/sneeze etiquette.

Containment Health Monitoring

All employees will:

- a. Self-monitor temperature each morning.
- b. Review the provided employee self-screening checklist prior to departing for work each morning.
- c. Stay home and notify the director of human resources if screening checklist indicates.
- d. Immediately notify the director of human resources and then leave the workplace if COVID-19 symptoms develop while at work.
- e. Call their health care provider's office for instructions regarding a return to workplace. Refer to "Protocol for Suspected/Confirmed Employee Cases of COVID-19 Policy" for specific details.

Personal Protective Equipment (PPE):

Face coverings that meet CDC guidelines should be worn when physical distancing of 6 feet is not possible. Some areas of the College may require the use of face coverings when physical distancing is not possible. Exceptions to the face covering requirement will be made when an employee is conducting prolonged work in hot/humid environments and when wearing a face covering is not advisable due to physical or mental health issues.

Acrylic shields will be installed in areas where moderate to high levels of visitor/student interaction occur.

Gloves will be made available to those who handle cash and/or high volumes of incoming documents. Employees are advised to contact their supervisor to address the need for gloves.

Appropriate precautionary signage will be placed at all entrances to communicate safety protocols.

Sanitization & Cleaning Procedures:

Employees will be provided with appropriate sanitizing supplies for individuals to clean their personal work areas before and after use.

Sanitation and cleaning procedures may be found in detail in the "Infectious Disease Facility Protocol Policy."