

RETURNING TO THE HILL

WORKPLACE GUIDEBOOK

Prepared by the Campus Community Health and Safety Sub-Committee and approved by the Return to the Hill Committee, June 2020



MCDANIEL
COLLEGE

INTRODUCTION

McDaniel College has developed a set of plans, policies and protocols in response to the COVID-19 pandemic that began in late 2019. Central to our response to the pandemic is our commitment to our First Principles. Our first principle “We strive to place students at the center of a humane environment so that they may see and work toward their personal goals while respecting others and sharing responsibility for the common good” has deeply informed the development of these policies and protocols. Safety of all involved is critical in creating a humane environment in which our students will thrive.

McDaniel’s plans will be aligned with Maryland’s Road to Recovery, the local orders of the Carroll County Government and the City of Westminster. Additionally, the plans will be informed by guidance including but not limited to state, local, and federal public health, education and safety authorities, the Carroll County Health Department, the Centers for Disease Control and Prevention and OSHA.

The plans, policies and protocols contained within this guide may change as our knowledge about the COVID-19 virus advances. As changes are implemented, the effective date will be noted at the bottom of each page. Questions about the policies contained within this guide should be directed to your supervisor or department head.



WORKPLACE EXPECTATIONS & GUIDELINES

The guidelines contained within this document apply to any faculty, staff, student workers or volunteers who are working on campus in a face-to-face setting.

RETURNING TO CAMPUS

Faculty

The modality of courses taught will be determined at the beginning of each semester. However, the modality of courses taught may be changed at any time should an outbreak or other circumstances occur. The Return to the Hill (RTTH) Committee is working towards opening the Fall 2020 semester with a portion of the undergraduate courses being taught face-to-face. All graduate courses will be taught online for the Fall 2020 semester. A faculty member may request an accommodation to continue teaching in an online capacity by submitting a Request for Remote Work to the Office of Human Resources if you are aged 60 or older or have an underlying medical condition. All medical information submitted will remain confidential within the Office of Human Resources.

Staff

Staff will return to campus in a phased approach determined in coordination with the Return to the Hill (RTTH) Committee and the respective vice president. These decisions will be communicated to you from your direct supervisor, director or respective vice president. Factors to be considered include the ability to meet job responsibilities remotely, the status of students present on campus, ability to meet social distancing protocols while on campus, and technology available to support the job function.

A staff member may request an accommodation to remain working remotely after his or her department has been approved for on-campus work if they are aged 60 or older or have an underlying medical condition. This request may be made by submitting the Request for Remote Work to the Office of Human Resources. All medical information received will remain confidential within the Office of Human Resources.

Staff Scheduling Options

Once a staff member has been approved to return to campus, the staff member should work with his/her direct supervisor to determine the best option(s) to ensure safe working environment. These options may be combined or used individually as needed.

Partial Remote Work: This staffing option allows a staff member to work on campus for a limited time each week and complete the remainder of the job responsibilities remotely. The schedule expectations should be communicated at least one week in advance.

Staggered Start/End Times: This staffing option requires that staff members working within the same area start their workday at varied times and end their workday at varied times. The goal of this method is to avoid large numbers of individuals entering and leaving a workspace at the same time. Variances may be in 15-minute increments.

Rotating Shifts: This staffing option allows a staff member to work a limited number of shifts on campus and the position is not conducive to remote work. This method is sometimes referred to as the “skeleton crew”. The staff member would use sick or vacation leave to account for any hours not worked during the week. If a staff member exhausted all forms of paid leave, then unpaid leave would be applied. The staff member would be eligible to apply for unemployment benefits. For more information on unemployment benefits, please see the Unemployment Benefit FAQs.

VOLUNTEERS

Volunteer opportunities will resume on-campus once the Governor of Maryland has endorsed the Phase Three of the Road to Recovery Plan. Prior to the implementation of Phase Three, volunteers will be limited to remote opportunities only.

Student Workers

Student workers will return to campus in a phased approach determined in coordination with the Return to the Hill (RTTH) Committee and the respective vice president. These decisions will be communicated directly to you from your direct supervisor, director or respective vice president. Factors to be considered include the ability to meet job responsibilities remotely, the status of students present on campus, ability to meet social distancing protocols while on campus, and technology available to support the job function.

Student workers should be scheduled with staggered start and end times. This approach will avoid large numbers of individuals entering and leaving a workspace at the same time. Variances may be in 15-minute increments.



SYMPTOM MONITORING

Faculty, staff and student workers will be expected to conduct a symptom review each day before they arrive to campus or report to work. Upon arriving, they will be asked to document that this symptom review occurred on the Daily Symptom Check (Appendix A). If a faculty, staff member or student worker exhibits any of the following symptoms, they should not report to work. Instead, they should inform their supervisor (staff or student worker) or Dean of the Faculty (faculty) that they are experiencing symptoms and then contact their health care provider for guidance.

The Centers for Disease Control and Prevention (CDC) has identified the following symptoms to be COVID-19 related:

- Cough
- Shortness of breath or difficulty breathing (Call 911 if you experience this)
- Fever of 100.4 degrees or more
- Chills
- Repeating shaking with chills
- Running nose or new sinus congestion
- Muscle pain
- Headache
- Sore throat
- Fatigue
- New GI symptoms such as diarrhea, vomiting or stomach pain
- New loss of taste or smell

Exposure to Individual Presumed Positive or Tested Positive

Once the College receives notification of an individual who has been referred for COVID-19 testing by a health practitioner or any Health Department, the Contact Tracing Team completes a contact evaluation.

Contact is defined in three ways:

- a. Physical Contact-Touching an individual who is presumed positive or confirmed positive
- b. Close Contact-face-to-face contact within six feet for at least 15 minutes or more of with the individual who is presumed positive or confirmed positive
- c. Proximate Contact-face-to-face contact while social distancing (six foot or more distance) for 30 minutes or more with the individual who is presumed positive or confirmed positive

If the evaluation affirms contact, then impacted individual(s) will be contacted by the Contact Tracing Team. The communication will include any additional steps that may be required. In most instances, impacted individuals will be instructed to follow-up with their healthcare professional for evaluation and must leave the campus until cleared by that healthcare professional.

If the healthcare professional determines that a period quarantine is warranted, you will be permitted to work remotely if you are feeling well and your work is conducive to it. If you are unable to work remotely, you may use sick or vacation leave available to you. If you do not have any sick or vacation leave able, you may apply for unemployment benefits.

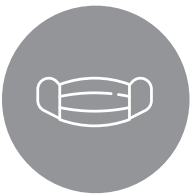
Receiving a Positive Test Result

If an individual receives a positive COVID-19 test result, the individual must notify the Director of Human Resources (jglennon@mcdaniel.edu) as soon as possible. Your healthcare practitioner will provide instructions on the period of self-quarantine that will be required. In most instances, the timeframe calculation will include the period of days to fully recover plus three days or ten days from the onset of symptoms if there is a full recovery before the 7th day. If you are feeling well enough and your work is conducive to it, you may continue to work remotely. If you are unable to work remotely, you may use sick or vacation leave available to you. If you do not have any sick or vacation leave able, you may apply for unemployment benefits.

General Safety Protocols

Returning to work on campus will look and feel different from before the pandemic began. Each one of us has a shared responsibility in engaging in behaviors that mitigate the spread of the virus. Therefore, all of us must engage in the safety practices listed below in alphabetical order.

Coughing/Sneezing Hygiene: If you are in a private setting and do not have a cloth face covering/mask, always cover your mouth and nose with a tissue or use the inside of your elbow when coughing or sneezing. If you used a tissue, immediately throw it into the trash. Wash your hands with soap and water for at least 20 seconds. If soap and water are not available, then clean your hands with hand sanitizer that is at least 60% alcohol.



Face Coverings/Masks: Face coverings or masks must be worn while working on campus when in the presence of others in any indoor location, even if social distancing can be maintained, and outdoors when social distancing cannot be maintained. Face coverings or masks do not need to be worn when isolated in an individual office or vehicle, or when use adversely affects an individual's safety or health. If individuals have respiratory illnesses or disease such as asthma or COPD, a physician should be consulted before using a face covering or mask. Requests for an accommodation may be submitted to the Director of Human Resources at jglennon@mcdaniel.edu. The type of face covering or mask used is determined by the job responsibilities that the individual is performing. Refer to the charge below to determine which type of face covering or mask is best for you.

Cloth face coverings can be a fun accessory that fits one's personality. However, cloth face coverings should be appropriate for a positive learning environment. Unless otherwise exempted by the Director of Human Resources to wear a face covering or mask due to a health condition, failure to meet this requirement could lead to further disciplinary action.

Use and Care of Face Covering/Masks/N95 Respirators

- Wash hands before handling the cloth face covering/mask
- Ensure that the face covering/mask fits over the nose and under the chin
- For N95 Respirator, follow training procedures specific to your respirator
- Avoid touching the front of the face covering/mask
- Avoid touching eyes, nose or mouth when removing the face covering/mask
- Wash hands after removing the face covering/mask

Face Covering/Mask Types



Type	Cloth Face Covering or Cloth Mask	Disposable Mask	Medical-Grade Surgical Mask	N95 Respirator
Description	Hand-made or commercially manufactured face covering that is washable and helps to contain respiratory emissions of the wearer. Examples include cloth masks and neck/scarf face coverings.	Commercially manufactured mask that helps to contain the respiratory emissions of the wearer.	Loose-fitting FDA-approved masks to protect the wearer from large droplets and splashes from others; helps to contain the respiratory emissions of the wearer.	Tight-fitting National Institute for Occupational Safety and Health certified device that provides effective respiratory protection from airborne particles and aerosols; helps to contain the respiratory emissions of the wearer.
Intended Use	Required for campus community use in a non-healthcare setting while in campus buildings or if 6-foot social distancing cannot be maintained outdoors.		These masks are reserved for individuals who have task-specific hazards determined by the Office of Risk and Safety. Users have been trained, fit tested (if required) and approved to use these types of masks.	
Duration of Use	Must be washed daily.	Must be changed daily.	Must be changed daily.	Must be changed daily.
Care/Storage	Laundered with regular clothing detergent after each use.	Must be discarded in trash after one use.	Must be discarded in trash after one use.	Must be discarded in trash after one use.
Supply	May be supplied by employee or College.	May be supplied by employee or College.	Supplied by College.	Supplied by College.



Handwashing: Frequent handwashing and/or the use of hand sanitizer that contains at least 60% alcohol is an important strategy in preventing the spread of disease. Handwashing should be done after one has been in a public place, worked directly with another individual, blowing your nose, sneezing, touching your face, before eating and after eating, have touched an object that is identified as a “high-touch” area such as door knobs, light switches, handrails, etc.

A good handwashing technique includes rubbing hands vigorously together for at least 20 seconds with soap and water addressing the front and back of hand as well as each individual finger.



Personal Cleaning of Common Spaces Following Use: While the Housekeeping staff will continue to clean common spaces in accordance with CDC guidelines, additional care should be taken to wipe down hard surfaces after each use where possible. This includes but is not limited to desks, keyboards, mouse, AV/electrical equipment, chairs, tables, etc.. Supplies will be available in each location.

Personal Cleaning of Work Space: While the Housekeeping staff will continue to clean office and workspaces in accordance with CDC guidelines, additional care should be taken to wipe down hard surfaces after each use where possible. This includes but is not limited to desks, keyboards, mouse, AV/electrical equipment, chairs, tables, etc.. Supplies will be available in each location.



Personal Protective Equipment (PPE): Additional types of PPE include but are not limited to gloves, face shields, safety goggles, and gowns. The required use of PPE varies based on the task assigned. Typical tasks include patient interaction, cleaning and disinfecting workspaces, sorting mail and packages, and handling cash. Please refer to the COVID-19 Personal Protective Equipment (PPE) Plan for further information. Questions should be referred to the Office of Risk and Safety.

Sneeze Guard/Plexiglass Barriers: A sneeze guard or plexiglass barrier is a clear window designed for high-traffic areas to minimize the transmission of respiratory emissions during face-to-face interactions. Campus workspaces are being evaluated and areas requiring sneeze guards or plexiglass barriers will be installed. As functions evolve, additional sneeze guards or plexiglass barriers may be necessary in workspaces. To have your workspace evaluated for this type of barrier, you may submit a request to the Office of Risk and Safety.



Social Distancing: The CDC has advised that keeping at least six feet between individuals is one of the best tools to mitigate the spread of COVID-19. Since individuals can spread the virus before they know they are ill or may never develop any of the recognized symptoms, physical separation from everyone is a critical component.

Social Distancing Practices Include:

- Maintaining at least six feet of distance from others at any given time
- Always avoid groups of 10 or more
- Use video meeting technology or conference calls instead of in-person meetings, where possible
- Avoid traveling in vehicles with others, when possible
- Avoid taking breaks or lunches in small areas where social distancing is not possible
- Avoid any type of physical contact with others, including shaking hands.

WORKPLACE SCENARIOS

Breaks/M meal Times: Wash hands before and after all scheduled breaks and meal times. Stagger breaks/meal times to minimize the number of individuals congregating. Observe social distancing protocols at all times. Use outdoor seating or eat in individual offices where possible. Masks may be removed for eating and drinking. Do not share food or drinks. Consider packing meals and drinks to minimize traffic at dining locations as much as possible.

Elevators: Observe social distancing protocols at all times. This may limit elevator use to one person depending upon the size of the elevator. Wash hands or use hand sanitizer after touching the buttons.

Golf Cart Use: Individuals approved to operate college golf carts may continue to do so. However, no more than one individual should be in any college golf cart at any one time. The steering wheel, all controls, and seat cushion should be wiped down after each use.

Meetings: Use video-conferencing or teleconferencing wherever possible, even if all parties are working on campus. In-person meetings are limited to the restrictions of the local, state and federal orders in effect at the time of the meeting. When considering meeting space, the number of individuals should not exceed 50% of the room's capacity.

Office Environments, Low Traffic of Visitors: Use a mask at all times while others are present or while working in a shared space. Ensure that there is good airflow within the environment by opening an exterior window, using fans or the air conditioning while in the space. Any open exterior windows must be closed prior to leaving the space. Try to limit sharing of any high-touch materials such as telephones, pens, folders, keyboards and other supplies. Observe social distancing protocols at all times. Try to limit in-person meetings to minimize direct contact with others. Follow any established cleaning protocols for the space used before you leave the office for the day.

Office Environments, High Traffic of Visitors: Use a mask at all times while others are present or while working in a shared space. Ensure that there is good airflow within the environment by opening an exterior window, using fans or the air conditioning while in the space. Try to limit sharing of any high-touch materials such as telephones, pens, folders, keyboards and other supplies. Observe social distancing protocols at all times. Try to limit in-person meetings to minimize direct contact with others. Follow any established cleaning protocols for the space used before you leave the office for the day.



To Manage Foot Traffic:

- Use video conferencing software as frequently as possible to minimize face-to-face contact
- Use online payment options where possible for any monetary transactions thereby decreasing the handling of money
- Place visual cues to manage where customers enter, exit and wait for service
- Request that customers schedule appointments to minimize unnecessary lines where possible
- Move seating configurations to meet social distancing protocols
- Seating that is hard such as plastic or metal is preferred over cloth to allow easier methods of cleaning

Restrooms: Follow any maximum capacity restrictions placed on the restroom. Wash hands before and after use of the restroom.

Travel Restrictions: All College-affiliated/funded travel remains suspended unless expressed permission is given by the your respective vice president. Information on personal travel considerations can be found in the COVID-19 (Corona Virus) Related Travel Restrictions Policy. mcdaniel.edu/student-life/health-wellness/covid-19-coronavirus-information/covid-19-corona-virus-related-travel

Vehicle Use: Individuals approved to operate college vehicles may continue to do so. However, no more than one individual should be in any college vehicle at any one time. Mask use is optional unless there is more than one individual is in the vehicle. After each use, the steering wheel and controls should be wiped down after each use.

APPENDIX A: SYMPTOM REVIEW

COVID-19 Daily Symptom Review

Name: _____ **Department:** _____

I hereby certify that I have completed a symptoms review prior to my arrival on campus on the dates indicated below. I understand that if I begin to experience any of these symptoms while on campus, I will alert my supervisor (staff or student worker) or the Dean of the Faculty (faculty) that they are experiencing symptoms and then contact my health care provider for guidance.

The symptoms include:

- ☐ Cough
- ☐ Shortness of breath or difficulty breathing (Call 911 if you experience this)
- ☐ Fever of 100.4 degrees or more
- ☐ Chills
- ☐ Repeating shaking with chills
- ☐ Running nose or new sinus congestion
- ☐ Muscle pain
- ☐ Headache
- ☐ Sore throat
- ☐ Fatigue
- ☐ New GI symptoms such as diarrhea, vomiting or stomach pain
- ☐ New loss of taste or smell

Please indicate the date that you completed the symptoms review. Your initials indicate that you were not experiencing any COVID-19 related symptoms at the time of the review.

Day of the Week	Date	Initials
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		

At the end of the week, please submit to your supervisor for your records. Records will be retained for contact tracing purposes.

