



SAINT AUGUSTINE'S
UNIVERSITY

Transform. Excel. Lead.

Saint Augustine's University

COVID-19

Guide for Returning to the Workplace

SAU Human Resources Department

May 27, 2020

TABLE OF CONTENTS

Guiding Principles	3
Return to the Workplace	4
Workplace Expectations & Guidelines	4
Symptom Monitoring Requirement	4
Symptom Monitoring Requirement	5
Staffing Options	6
Health & Safety Guidance.....	6
Personal Safety Practices.....	6
Facemasks	7
Social distancing	8
Handwashing	8
Gloves	9
Goggles/Face shields	9
Cleaning and disinfection	9
Coughing/Sneezing Hygiene	9
Guidance for Specific Workplace Scenarios	9
Public Transportation.....	9
Working in the Office	9
Using Restrooms	10
Using Elevators	10
Meetings	10
Meals	11
Enter/Exit Control	11

GUIDING PRINCIPLES

Saint Augustine's University (SAU) policies and protocols for responding to the COVID-19 pandemic will be rooted in safety for our faculty, staff and students and for the public we interact with.

The primary goals for Saint Augustine's response to the COVID-19 pandemic are to protect staff, faculty and students, and continue the institution's vital mission.

Saint Augustine's University plan will be aligned and consistent with local orders and ordinances as well as the State of North Carolina's Phased Reopening Model. Saint Augustine's plan will also follow recommendations from the federal government (Opening Guidelines), Centers for Disease Control and Prevention, N.C. Department of Public Health, and the Saint Augustine's Campus Reopening Planning Committee.

Our knowledge and understanding of the COVID-19 virus continue to evolve, and our policies and plan will be updated as appropriate and as more information becomes available.

RETURN TO THE WORKPLACE

Workplace Expectations & Guidelines:

All staff and faculty are expected to fully comply with the policies, protocols and guidelines outlined in this document as part of SAU Workplace Expectations and Guidelines. Failure to do so may result in corrective action.

Symptom Monitoring Requirement:

Staff and faculty who return to the workplace will be required to have daily temperature checks for two (2) consecutive weeks. After this initial period, any staff or faculty that take leave and or travel are required to report to the Gordon Health Building for screening and further instructions. Due to HIPPA requirements each employee must present Identification. You must be free of ANY symptoms potentially related to COVID-19 to be eligible to report to work. If your temperature is 100.5degrees or more, you will be asked to return home and will be contacted by Health Services and/or Human Resources.

Currently, these symptoms include one or more of the following:

- Cough
- Shortness of breath or difficulty breathing
- High fever
- Chills
- Repeated shaking with chills
- Runny nose or new sinus congestions
- Muscle pain
- Headache
- Fatigue
- Sore Throat
- New – GI Symptoms
- New - loss of taste or smell

If you have any symptoms, you must go home and seek medical attention. You should also wear a face mask to avoid possible virus transmission to others. You should self-isolate until cleared by a doctor to return to work. If you test positive for COVID-19, please contact Human Resources.

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
- Severe obesity
- Being immunocompromised

Staff members who have been instructed to return to work on-site and have concerns about doing so due to a medical condition that places them in a higher risk group, those who are pregnant, or those who wish to seek ADA Reasonable Accommodations related to Returning to the Workplace should contact Human Resources.

Staffing Options:

Once staff and faculty members have been instructed to return to work on-site, there are several options departments should consider maintaining required social distancing measures and reduce population density within buildings and workspaces.

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 large common workspaces.





Staggered Reporting/Departing: The beginning and end of the workday typically bring many people together at common entry/exit points of buildings. Staggering reporting and departure times by at least 30 minutes will reduce traffic in common areas to meet social distancing requirements. (See Enter/Exit Controls for further details).

Remote Work: If approval is given by the VP, those who can work remotely to fulfill some, or all their work responsibilities may continue to do so. These arrangements can be done on a full or partial day/week schedule as appropriate. Supervisors are responsible for work plans to ensure that goals and responsibilities are met.

HEALTH AND SAFETY GUIDANCE

Personal Safety Practices

Face masks, shields, or face coverings: Face masks or face coverings are required to be worn by all staff and faculty 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. The mask or cloth face covering is not a substitute for social distancing or hand washing. Disposable masks may only be worn for one day and then must be discarded. Cloth face coverings must only be worn for one day at a time and must be properly laundered before use again. Face shields should also be cleaned and sanitized daily. A week's supply of cloth face coverings can help reduce the need for daily laundering. See details regarding mask use and care below.

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.	

Use and care of face coverings

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.

Use Hand Sanitizer!



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 shift. 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.

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:

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

Handwashing: Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, sneezing, or touching your face. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose, and mouth, and wash your hands after touching your face. Hint: use warm water; warm water will allow you to lather better to cover your hands completely and rinsing with warm water will better remove all soap residue, leaving your hands cleaner.



Gloves: Healthcare workers (such as our nurses and contracted doctors) and others in high-risk areas should use gloves as part of PPE (Personal Protective Equipment), but 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.

Goggles/Face Shields: Employees do not need to wear goggles or face shields as part of general activity on campus if they are wearing a mask. Good hand hygiene and avoiding touching your face are generally enough for non- healthcare environments.

Cleaning/Disinfection: Housekeeping teams will clean office and workspaces based on CDC guidelines for disinfection protocols. Facilities Management will also maintain hand-sanitizer stations at major building entrances, elevator stops and high-traffic areas. Mechanical, electrical, plumbing and monitoring systems will be assessed and readied prior to reopening of buildings.

Building occupants should also wipe down commonly used surfaces before and after use with products that meet the EPA's criteria for use against COVID-19 and are appropriate for the surface. This includes any shared-space location or equipment (e.g. copiers, printers, computers, A/V and other electrical equipment, coffee makers, desks and tables, light switches, doorknobs, etc.).

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.

Guidance for Specific Workplace Scenarios

Public Transportation: If you must take public transportation, wear a mask before entering the bus and avoid touching surfaces with your hands. Upon disembarking, wash your hands or use alcohol-based hand sanitizers with greater than 60% ethanol as soon as possible and before removing your mask.

Working in Office Environments: 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 always wear a face mask or face covering while in a shared workspace/room where social distancing of at least 6 feet can't be maintained.

Departments should assess open work environments and meeting rooms to institute measures to physically separate and increase distance between employees, other coworkers, and vendors, 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 workspaces 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 always be worn. 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 used when walking in hallways where others travel and in break rooms, conference rooms and other meeting locations if a minimum of 6 feet can't be maintained.

Using 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.

Using 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 a mask or face covering and avoid touching the elevator buttons with your exposed hand/fingers, if possible. Wash your hands or use alcohol-based hand sanitizers with greater than 60% ethanol upon departing the elevator.

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. Zoom, WebEx, Microsoft Teams, 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.

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. Zoom, WebEx, Microsoft Teams, etc.).

Meals: Before and after eating, you should wash your hands thoroughly to reduce the potential transmission of the virus. 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. If wearing a mask, 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 office areas to support social distancing practices between employees. Wipe all surfaces, including table, refrigerator handle, coffee machine, etc. after using in common areas.

ENTER-EXIT CONTROL

Where applicable, buildings will post signs to indicate “entry and exit” doors. Employee arrival and departures should be scheduled in 30-minute increments to reduce personal interactions at building access points, hallways, stairs/elevators, etc.

Once you have been instructed to return to the workplace, you should report to work or depart work through the designated building access and at the designated time to limit the number of people entering and exiting buildings at any one time.

Visitors, except for vendors required for business and candidates interviewing for positions, and family members are not allowed on worksites during this time. Violation of these guidelines may result in the immediate revocation of building access privileges, as well as corrective action.