

GUIDE FOR RETURNING TO THE WORKPLACE



GUIDE FOR RETURNING TO THE WORKPLACE
Adapted from Duke University, with appreciation

CONTENTS



Effective June 5, 2020

PHASED RETURN GENERAL INFORMATION.....	1
CAMPUS SELF-SCREENING QUESTIONNAIRE.....	7
FACULTY AND STAFF RETURN TO WORK POLICIES AND GUIDELINES.....	8
FACULTY AND STAFF REQUIRED COVID-19 AWARENESS TRAINING.....	9
SUPERVISOR RESOURCES.....	10
REMOTE WORK GUIDELINES.....	12
CDC POSTERS AND ANIMATED GIFS.....	13
CONVERSE BRANDED COVID-19 SIGNAGE.....	14
EMPLOYEE ASSISTANCE PROGRAM.....	15
INFORMATIONAL CDC VIDEOS.....	16
LEAVE RESOURCES.....	17
QUESTIONS.....	18

PHASED RETURN GENERAL INFORMATION



TASKFORCE RESPONSE TEAM GOAL:

Converse College's policies and protocols for responding to the COVID-19 pandemic will be rooted in safety for our staff, safety for our faculty and students, and for the public we interact with.

COVID-19 RESPONSE TEAM MEMBERS:

Krista Newkirk, President

Jeff Barker, Provost

Boone Hopkins, Sr. Assoc. Provost for Student Success and Dean of School of the Arts

Dianne Crocker, Interim VP for Finance & Administration

Zach Corbitt, Chief Information Officer

Jenn Bell, Director of Athletics

Jamie Grant, VP of Enrollment Management

Krista Bofill, VP for Institutional Advancement

Keshia Jackson Gilliam, Director of Human Resources

Bethany Garr, Dir. Counseling and Wellness

Gee Sigman, Assoc. Provost for Institutional Research & Registrar

Gladden Smoke, Director of Facilities

Holly Duncan, Chief Communications Officer

Kathy Hennigan, Director of Residential Life

Larry Jones, Director of Campus Safety

Rhonda Mingo, Dean of Students

Food Service

David Kreft, Director of Housekeeping - Budd Group

WORKPLACE EXPECTATIONS & GUIDELINES:

All staff are expected to fully comply with the policies, protocols, and guidelines outlined on this document as part of Converse College Workplace Expectations and Guidelines.

SYMPTOM MONITORING REQUIREMENT:

Employees who have been instructed to return to the workplace must conduct a self-screen questionnaire every day before reporting to work. You must be free of ANY symptoms potentially related to COVID-19 or have had evaluation and clearance by the Wellness Center, Teladoc, or another medical provider to be eligible to report to work.

At this time, these symptoms include one or more of the following:

- Cough
- Shortness of breath or difficulty breathing

- Fever
- Chills
- Repeated shaking with chills
- Runny nose or new sinus congestion
- Muscle pain
- Headache
- Sore throat
- Fatigue
- New GI symptoms
- New loss of taste or smell

If you have any symptoms, you should notify your supervisor and go home immediately if you are at work. If you experience symptoms before arriving at work, stay home and call and inform your Supervisor per the Absence Reporting and Call-In Requirements Policy. Please seek medical attention in both situations.

According to the CDC, individuals with certain conditions may have a higher risk of 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

Employees with one or more of the following situations may contact the office of Human Resources to discuss a temporary COVID-19 workplace adjustment: (a) falls within one of the CDC COVID-19 High-Risk Categories, (b) are pregnant, (c) are a primary caregiver for someone in a CDC COVID-19 High-Risk Category and/or (d) lack access to child care as a result of COVID-19. Documentation is required for all accommodations.

PHASED STAFFING:

Converse College will phase in a return of staff overtime in a coordinated process to ensure appropriate social distancing, availability of PPE (personal protective equipment) and self-screening protocols for COVID-19. Converse will assess expanded staffing based on mission-critical operations, the ability to control and manage specific work environments, and the necessity to access on-site resources. These decisions, once approved, will be communicated through your respective supervisor.

The need to reduce the number of people on campus (density) to meet social distancing requirements will continue for some time. Support units that can continue to effectively work remotely will likely continue to do so until restrictions are eased for larger gatherings. Expanded staffing will be tightly controlled and coordinated to mitigate potential risks and ensure the safety of faculty and staff, as well as the communities we serve. No department should increase staffing levels beyond the current needs to support critical on-site operations without approval from your supervisor. Once decisions to expand on-site staffing in certain areas have been made, staff should follow the policies and protocols detailed in this guide for returning to work on campus.

As staffing on-site increases and operations expand, the COVID-19 response team will closely monitor and assess the potential spread of the virus, as well as existing policies and procedures to mitigate it. If localized outbreaks emerge, tighter restrictions and reduced staffing may need to be implemented again.

STAFFING OPTIONS:




Once staff 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.

- **Remote Work:** Those who can work remotely to fulfill some or all of their work responsibilities may continue to do so to reduce the number of individuals on campus and the potential spread of the COVID-19 virus. These arrangements, which should be approved by the immediate supervisor, can be done in on a full or partial day/week schedule as appropriate.
- **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.



PERSONAL SAFETY PRACTICES:

Guidance for Masks/Face Coverings: After careful consideration and CDC recommendations the College requires all employees to wear a face-covering or mask when in the presence of others and in public settings where other social distancing measures are difficult to maintain (e.g., common workspaces, meeting rooms, classrooms, etc.). Appropriate use of face masks or coverings is critical in minimizing risks to others near you. You could spread COVID-19 to others even if you do not feel sick. The mask or cloth face covering is not a substitute for social distancing. Masks/face coverings are worn and social distancing is maintained at all times in shared campus community spaces such as kitchens, breakrooms, copier rooms, meeting rooms and bathrooms.

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; help 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. It 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 determined by OESO.	

It is permissible for employees to wear face coverings, masks, or neck gaiters they have made or purchased as long as coverings:

- Fit snugly but comfortably against the side of the face
- Be secured with ties, ear loops, or equivalent
- Include multiple layers of fabric
- Allow for breathing without restriction
- Can be laundered without damage or change the shape

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 working on-site must follow these social distancing practices:

- Stay at least 6 feet (about arms' length) from other people at all times
- 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 is 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.



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 alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol as the preferred form of hand hygiene in healthcare settings.

Gloves: Departments defined as 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.

Cleaning/Disinfection: Budd Group Housekeeping teams will clean based on CDC guidelines for disinfection. Facilities 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 the reopening of buildings.



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 wear a face mask or face covering at all times while in a shared workspace/room. Departments should assess open work environments and meeting rooms to institute measures to physically separate and increase the distance between employees, other coworkers, and customers, 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 work spaces 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.

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).

Using Elevators: Use of elevators should be limited where possible to avoid close proximity with others in a confined space. Those using elevators are required to wear a disposable face mask or face covering regardless of traveling alone or with others.

Using Restrooms: Wash your hands thoroughly afterward to reduce the potential transmission of the virus.

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.

Meals: Before and after eating, you should wash your hands thoroughly to reduce the potential transmission of the virus. If dining on campus, you should wear your mask or face covering until you are ready to eat and then replace it afterward.

Mental and Emotional Wellbeing Employee Assistance Program: (EAP) is available to offer emotional support during this stressful period. Your EAP services are provided by ComPsych, an independent firm. The EAP counselors are not employees of Converse. This is one way we ensure confidentiality to you and your family members.

Laboratory Work: Please meet with your department chair/supervisor to discuss specific criteria for faculty and staff working in laboratory environments.

CAMPUS SELF-SCREENING QUESTIONNAIRE



The daily self-screening questionnaire is a tool that will help you assess your symptoms and determine if you are able to return to work. It also offers guidance on when to seek medical care and what to do in the meantime. This information is based on the Centers for Disease Control and Prevention (CDC) guidelines and recommendations for reopening.

Faculty and Staff are required to do a self-screen every morning prior to coming in to work [and submit a form HERE](#). It is a daily requirement to ensure the safety of everyone on campus. **If you respond “yes” to any of the questions and you are advised to stay home, please communicate with your supervisor in a timely manner per the [absence reporting and call-in requirements policy](#).**

****Please note the [RAVE app](#) is being reviewed to replace this temporary process to collect the same data.**



FACULTY AND STAFF RETURN TO WORK POLICIES AND GUIDELINES



Converse College is committed to supporting the health and safety of faculty, staff, students, and visitors as part of the nation's finest learning community. The multi-phased Return to Work on Campus plan is designed to:

- Safely return staff and faculty to work on campus after the Governor of South Carolina has modified the stay at home orders.
- Provide guidance on social/physical distancing, hygiene, policies, self-monitoring of health, prior to the first phase tentatively scheduled for June 15th.
- All employees will be required to follow the guidelines for social/ physical distancing, face-coverings, and hygiene in order to protect the health and safety of students, staff, faculty, and visitors.

In an effort to maintain compliance for reopening from the CDC, SCDHEC, and OSHA, the following policies were developed. Employees should review and acknowledge the policies prior to their return to work date. The health and safety of all members of the Converse community and neighbors is paramount to the work of the Task Force.

- [Social Distancing Policy](#)
- [Face-Covering/Mask Policy](#)
- [Absence Reporting and Call-In Requirements](#)
- [Self-Isolation Policy](#)
- [Infectious Disease Control Policy](#)
- [Self-Quarantine Policy](#)

Please note: COVID-19 continues to be a fluid situation, and college guidelines/policies may continue to evolve. We will provide further updates to our community if revisions are deemed necessary.

FACULTY AND STAFF REQUIRED COVID-19 AWARENESS TRAINING



All returning staff the registration information for two (2) Wright eLearning courses:

- **COVID-19 Pandemic Response**

Length: 10 Minutes [0.17 Hours]

Language: English

This course covers the rapidly evolving COVID-19 pandemic and separates the myths from the facts so you can protect yourself and those around you in uncertain times. It features important tips on social distancing, as well as steps to follow to avoid exposure, reacting to infection, and maintaining good mental health during times of uncertainty.

- **Practicing Hand Hygiene**

Length: 15 Minutes [0.25 Hours]

Language: English

Germs are the disease and infection producing microscopic agents that live everywhere. You can't see them, but they exist on literally every surface. Germs responsible for the common cold, as well as some of the nastier ones like Salmonella, E. coli, and norovirus, can enter your system and make you, and those you come into contact with very sick. This course covers proper hand hygiene, when to wash your hands, and how to wash your hands in order to prevent the spread of disease-causing germs.

Please complete the training modules and acknowledge your completion of the training [HERE](#).

SUPERVISOR RESOURCES



Leading Converse employees in times of change can be challenging in the best of circumstances. As a supervisor faced with guiding your employees through change due to the COVID-19 pandemic, it is only natural to feel like you are navigating uncharted territory. In many ways, you are doing just that. However, while the circumstances surrounding the current public health crisis are very different from most work-related change, the principles of effective leadership and change management remain the same. The following resources are in place to assist with providing you with guidance.

- [Phased Return to Work PowerPoint](#)
- [Return to Work Guidance for Supervisors](#)
- [Workplace Decision Tree](#)
(Resource to help you decide if your department meets the criteria to return to work).
- [OSHA Guide](#)
- [CDC Activities and Initiatives Supporting the COVID-19 Response and the President's Plan for Opening America Up Again](#)

All supervisors should complete the (4) Wright eLearning courses:

- **COVID-19 Pandemic Response**
Length: 10 Minutes [0.17 Hours]
Language: English

This course covers the rapidly evolving COVID-19 pandemic and separates the myths from the facts so you can protect yourself and those around you in uncertain times. It features important tips on social distancing, as well as steps to follow to avoid exposure, reacting to infection, and maintaining good mental health during times of uncertainty.

- **Practicing Hand Hygiene**
Length: 15 Minutes [0.25 Hours]
Language: English

Germs are the disease and infection producing microscopic agents that live everywhere. You can't see them, but they exist on literally every surface. Germs responsible for the common cold, as well as some of the nastier ones like Salmonella, E. coli, and norovirus, can enter your system and make you, and those you come into contact with very sick. This course covers proper hand hygiene, when to wash your hands, and how to wash your hands in order to prevent the spread of disease-causing germs.

- **Preparing Your Workplace for COVID-19**

Length: 25 Minutes [0.42 Hours]

Language: English

Learn the latest guidance from OSHA and the CDC regarding your response to COVID-19 in the workplace. This course helps employers and supervisors in non-healthcare settings prepare their workforce and workplace for Coronavirus 2019's effects.

- **[Being an Effective Manager During COVID-19](#)**

The way we manage our departments and staff, as well as our personal lives, during this time of the coronavirus pandemic is new to everyone. In *Being An Effective Manager During The COVID-19 Pandemic*, we discuss suggestions and tips to help you in your job as a manager.

Please complete the two training modules and acknowledge your completion of the training [HERE](#).



REMOTE WORK GUIDELINES



Remote work can be helpful in urgent situations such as a pandemic, allowing for continuity of operations. This guide outlines key considerations, best practices, and college guidance specific to COVID-19 remote work.

- [Guidelines for Remote Work](#)



CDC POSTERS AND ANIMATED GIFS



These printable posters can be used to help raise awareness about handwashing and other COVID-19 related matters, in highly visible public areas, such as schools, workplaces, and restrooms. They are designed for all audiences, and some are available in multiple sizes and languages.

RETURN TO WORK SAFETY

- [Protect Yourself and Others](#)

FACTS VS MYTHS

- [Share Facts PDF](#)

FACE COVERINGS

- [Cloth Face Covering PDF](#)
- [DIY Cloth Face Covering Instructions PDF](#)
- [Face Coverings Do's and Don't's PDF](#)

SOCIAL/PHYSICAL DISTANCING

- [Social Distancing Guidelines PDF](#)

SYMPTOMS

- [COVID-19 Symptoms PDF](#)

HAND HYGIENE

- [Handwashing and Hand Sanitizer Use PDF](#)



CONVERSE BRANDED COVID-19 SIGNAGE



Building occupants are expected to follow signage on traffic flow through building entrances, exits, elevator usage, and similar common use areas. Signs and flyers can be downloaded for posting in buildings and other facilities. The following posters have been created for placing on desks or posting. If you are in need of additional signage please contact communications@converse.edu.

- [Social Distancing Office Guidelines](#)
- [Stop the Spread Flyers](#)



EMPLOYEE ASSISTANCE PROGRAM



In an ever-stressful world, it gets harder and harder to balance our workload with our personal lives. Each day, we put on our work clothes and our work faces and concentrate on getting the job done. It is extraordinary, really, how much gets done by people who are facing worry, trouble, and concerns in their lives.

Many of your co-workers and friends appear calm and focused on what they are doing, yet worry is with them always. Nearly half of all marriages end in divorce today. Some of our co-workers might be grieving the death of a loved one. Others may be struggling with drug and alcohol issues, caring for an aging parent, or dealing with the challenges of raising children.

Converse College realizes the difficulty of this balance and appreciates the achievements you bring to the workplace. That is why they provide you and your dependents an Employee Assistance Program (EAP).

Your EAP services are provided by ComPsych, an independent firm. The EAP counselors are not employees of Converse. This is one way we ensure confidentiality to you and your family members.

- [Your GuidanceResources Program](#)
- [Available 24 Hours a Day](#)
- [Confidentiality](#)
- [GuidanceResources for Family Members](#)
- [Here for You](#)

Username: LFGSupport

Password: LFGSupport1

CDC Health Topics

The CDC Streaming Health channel on YouTube currently hosts over 2500 videos on a variety of health topics, from flu to HIV/AIDS and many more. Visit CDC Streaming Health to watch,

INFORMATIONAL CDC VIDEOS



A core component of understanding COVID-19 is through education and training. The CDE participates in online video sharing which is a popular and powerful activity for exchanging information. Using video-sharing sites to disseminate tailored health education and health communication messages helps provide an engaging experience for consumers to view and create health and safety information. Here are a few videos that can assist with understanding COVID-19 and recommended precautionary measures.

- [What You Need to Know About Handwashing](#)
- [Global Handwashing Day](#)
- [Fight Germs! Wash Your Hands](#)
- [Symptoms of COVID-19](#)
- [DIY Face Coverings](#)

To learn more view CDC videos at www.cdc.gov/CDCTV.

LEAVE RESOURCES



[Families First Coronavirus Response Act \(FFCRA\)](#)



QUESTIONS?



The HR team is committed to delivering quality service to each employee with the highest standards of respect and integrity. Please contact us with any questions regarding the COVID-19 Policies and Guidelines.

LOCATION:

Carnegie - 2nd Floor

PHONE:

864.596.9213

EMAIL:

hr@converse.edu