



COVID-19 Return to Campus Guidelines for Employees

Table of Contents

COVID-19 Return to Campus Guidelines for Employees.....	1
Introduction.....	2
General Information About COVID-19.....	2
General Protection Protocols.....	2
Wash your hands often.....	2
Avoid close contact.....	2
Wear a mask.....	3
Return to Campus and Work Schedules.....	3
Return to Campus Protocols.....	3
Self-Monitoring Requirement and What to Do If You Are Sick or Have Been in Close Contact with Someone Who Has COVID-19.....	3
Staggered and Hybrid Work Schedules.....	4
Office Space Accommodations.....	5
Specific Stonehill Employee Guidelines and Policy Modifications.....	5
Physical (Social) Distancing Protocols.....	5
Meeting Protocols.....	5
Mask Protocols.....	5
Travel Protocols.....	5
Purchasing of Cleaning and Sanitation Products and PPE.....	6
Cleaning of Offices and Work Areas.....	6
Questions.....	6

Introduction

Stonehill College is committed to providing a safe and healthy campus for all staff, faculty, and bargaining unit members. We are all together responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workspace and on our campus.

Managers and supervisors have our full support in enforcing the provisions of these guidelines. The guidelines will work in conjunction with general operational protocols which have been developed by the College's Emergency Response Group (ERG) along with specific protocols developed for academic programs, and student and residence life programs, as well as vendor and campus visitor protocols.

These guidelines will be updated as additional information becomes available. Employees are reminded that as federal and state health officials implement protocols and guidelines, Stonehill will adapt its guidelines to comply with such requirements. The most recent version of this document will always be available on the [Stonehill College Website](#).

General Information About COVID-19

Coronavirus disease 2019 (COVID-19) is an illness caused by a virus that can spread from person to person. Symptoms can range from mild (or no symptoms) to severe illness. You can become infected by coming into close contact (about 6 feet) with a person who has the virus. COVID-19 is primarily spread from person to person. You can become infected from respiratory droplets when an infected person coughs, sneezes, or talks. You may also be able to get it by touching a surface or object that has the virus on it, and then by touching your mouth, nose, or eyes. There is currently no vaccine to protect against COVID-19.

COVID-19 is a new disease and there is limited information regarding risk factors. Based on currently available information, older adults and people of any age who have serious underlying medical conditions might be at higher risk for severe illness from COVID-19. Based on what we know now, those at high-risk for severe illness from COVID-19 include people 65 years and older and people of all ages with underlying medical conditions, including: chronic lung disease, moderate to severe asthma, serious heart conditions, people who are immunocompromised, severe obesity, diabetes, chronic kidney disease, and liver disease.

General Protection Protocols

Wash your hands often

Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, prior to eating, or after blowing your nose, coughing, or sneezing. 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 with unwashed hands.

Avoid close contact

Put distance between yourself and other people. Remember that some people without symptoms may be able to spread virus. Stay at least 6 feet (about 2 arms' length) from other people. Do not gather in groups. Stay out of crowded places and avoid mass gatherings.

Wear a mask

Cover your mouth and nose with a cloth face cover when around others. You could spread COVID-19 to others even if you do not feel sick. Everyone should wear a cloth face cover when on campus and in the presence of other people. Cloth face coverings should not be placed on young children under age two or cannot wear a mask due to health issues. Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for physical (social) distancing and should be considered as complementary in terms of health and safety.

Return to Campus and Work Schedules

Return to Campus Protocols

- Upon receiving guidance from the state regarding the ability for higher education institutions to implement a return to work protocol, Stonehill will implement the following timeline:
 - Every employee will be classified into three categories and will receive notice from their supervisor regarding their return to campus date based on their category:
 1. Category A: Employees needed immediately on campus to resume on campus work in preparation of the College's ongoing operations.
 2. Category B: Employees needed to return to campus, but who can continue to work remotely until a later date at which point, they will be asked to return to campus.
 3. Category C: Employees who should continue to work remotely until such time as there is a clearer understanding of plan for the fall academic term.

Self-Monitoring Requirement and What to Do If You Are Sick or Have Been in Close Contact with Someone Who Has COVID-19

- [Employees should review the CDC Interim Guidance for Businesses.](#)
- If you feel sick, you should follow CDC recommendations for [What to Do If You Are Sick](#). At a minimum do the following:
 - Contact your supervisor and let them know.
 - Stay home except to get medical care.
 - Call your healthcare provider and follow their instructions.

Quarantine vs. Isolation

- Quarantine keeps someone who was in close contact with someone who has COVID-19 away from others. Stay home until 14 days after your last contact. Check your temperature twice a day and watch for symptoms of COVID-19. Additional information is available at the CDC site: [Quarantine If You Might Be Sick](#).
- Isolation keeps someone who is sick or tested positive for COVID-19 without symptoms away from others, even in their own home.
 - If you are sick and think or know you have COVID-19: Stay home until after at least ten days since symptoms first appeared and at least 24 hours with no fever without fever-reducing medication and symptoms have improved.
 - If you tested positive for COVID-19 but do not have symptoms: Stay home until after ten days have passed since your positive test.

Daily Self-Checks Before Coming to Campus

- Before coming to campus, employees should conduct a self-check each day.

- The College has adopted an [On-Campus Employees COVID-19 Daily Self Checklist](#).
- The checklist is available in [English](#), [Portuguese](#), and [Spanish](#).
- An employee should not report to work if they answer any question on the checklist in the affirmative. However, if you do respond “yes” while using the checklist, you should call your healthcare provider, the checklist is not a substitute for professional medical advice.

How to Discontinue Home Isolation

In all cases, follow the guidance of your healthcare provider. The decision to stop home isolation should be made in consultation with your healthcare provider and state/local health departments.

- Depending on the guidance of your healthcare provider, and availability of testing, the recommendation to discontinue home isolation may be based upon one of two strategies: a symptom-based (i.e., time-since-illness-onset and time-since-recovery strategy) or a test-based strategy.
- Symptom-Based Strategy: If your healthcare provider has decided that you do not need a test to determine if you are still contagious, you may be able to discontinue isolation leave after these three things have happened:
 1. You have had no fever for at least 24 hours (one full day of no fever without the use of medicine that reduces fevers; AND
 2. Other symptoms have improved (for example, when your cough or shortness of breath have improved); AND
 3. At least ten days have passed since your symptoms first appeared.
- Test-Based Strategy: If your healthcare provider has decided that a test is indicated to determine if you are still contagious, you may be able to discontinue isolation after these three things have happened, in accordance with CDC guidelines and your healthcare provider's advice:
 1. You no longer have a fever (without the use of medicine that reduces fevers); AND
 2. Other symptoms have improved (for example, when your cough or shortness of breath have improved); AND
 3. You received two negative tests results in a row, at least 24 hours apart.

Staggered and Hybrid Work Schedules

- The College’s normal business hours of 8:30 am to 4:30 pm will be suspended at this time to allow for staggered work schedules when necessary.
- Managers will work with HR to provide employees with a modified schedule as needed.
- Managers will provide flexibility in order to create a work schedule which both meets the College’s operational needs and recognizes the continued disruption employees are experiencing in their work/life balance.
- Managers can continue to implement remote work schedules for employees, especially those employees who have childcare issues or who fall under a vulnerable category (i.e. over 65, preexisting health condition, etc.). Please note that this flexibility can allow managers to change an employees’ “A, B, or C” category.
- Modified Schedules will be implemented for the following reasons:
 - In order to achieve physical distancing protocols within offices.
 - In order to implement a return to a remote work schedule for an employee who needs to self-isolate.

- In order to accommodate employees who must address childcare and supervision issues because of childcare, school, and/or camp closures.
- In order to accommodate an employee in a vulnerable category.
- In order to comply with a government order for a period of suspension of on campus work.
- Other valid reasons in order to accomplish physical distancing and safety objectives.

Office Space Accommodations

- Departments should not spend departmental budget resources on office equipment designed to assist with physical distancing requirements without first consulting the College's Procurement Office at 508-565-1357.
- The College is committed to providing the space and equipment necessary to accomplish physical distancing and safety protocols.

Specific Stonehill Employee Guidelines and Policy Modifications

The specific guidelines below are to be applied as part of the guidance provided by Massachusetts for office spaces located at: <https://www.mass.gov/lists/safety-standards-for-office-spaces>.

Physical (Social) Distancing Protocols

- Social distancing is more appropriately referred to as physical distancing.
- All individuals on campus should deliberately increase the physical space between themselves and another person by at least six feet.

Meeting Protocols

- Meetings of four or more people should be conducted via video conferencing unless it is not practical to do so.
- In certain circumstances, meetings of more than four, but fewer than ten people may be conducted "face to face" (in person) provided they are held in a room which allows for physical distancing.
- Meetings of over ten people must be conducted via video conferencing unless approved in writing by the President or his designee.

Mask Protocols

- Anyone entering on to Stonehill property is required to wear a mask unless they are under the age of two or have a physical condition that prevents their safe use of a mask.
- Employees are always expected to have a mask with them. If you do not have a mask you should contact Human Resources at 508-565-1105.
- Information on the proper use of masks is available online at: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>
- Individuals should be careful not to touch their eyes, nose, and mouth when removing their face covering, and should wash their hands or use hand sanitizer immediately after removing.
- Cloth face coverings/masks should be routinely washed in a washing machine depending on the frequency of use.

Travel Protocols

- All business-related travel remains suspended.

- Exceptions may be approved in writing by a Dean or Divisional Vice President.
- All visitors entering Massachusetts, including returning residents, who do not meet an exemption, are required to:
 - Complete the [Massachusetts Travel Form](#) prior to arrival, unless you are visiting from a lower-risk state designated by the [Department of Public Health](#).
 - Quarantine for 14 days or produce a negative COVID-19 test result that has been administered up to 72-hours prior to your arrival in Massachusetts.
 - If your COVID-19 test result has not been received prior to arrival, visitors, and residents must quarantine until they receive a negative test result.
 - Failure to comply may result in a \$500 fine per day.
 - Please find more information on the [Massachusetts COVID-19 Travel Order webpage](#), including the list of lower-risk states, exemptions, business guidance and other details.

Purchasing of Cleaning and Sanitation Products and PPE

- Departmental funds should not be used to purchase cleaning, sanitizing, or PPE products.
- The College will centrally purchase such items and distribute to departments as needed.

Cleaning of Offices and Work Areas

- Facilities shall maintain a cleaning regimen for all areas of campus.
- Questions about cleaning schedules can be addressed to Facilities at 508-565-1380.
- Departments are also encouraged to engage in routine cleaning regimens. ***All*** employees within a department should maintain their own work areas and ***all*** employees should share responsibilities in cleaning common spaces and common equipment like copy machines.
- While the College will provide cleaning products for offices, employees are reminded that for disinfection, most common EPA-registered household disinfectants should be effective. All products that will be provided by the College will meet or exceed these standards.
- Employees should not use other workers' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.

Questions

Questions concerning these guidelines may be directed to the Office of Human Resources at 508-565-1105. Employees are encouraged to call their health care provider with specific health questions or visit the [Massachusetts Department of Public Health COVID-19 website](#).