



EMPLOYEE GUIDELINES FOR RETURNING TO CAMPUS

2020



AGNES SCOTT
COLLEGE

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EMPLOYEE GUIDELINES FOR RETURNING TO CAMPUS

GOAL

Provide guidelines and protocols for employees to gradually and safely return to on-campus work at Agnes Scott College.

KEY GUIDING ASSUMPTIONS

This information will change in response to evolving health authority guidance and effective practices shared by other organizations, including colleges and universities. Final decisions related to opening the campus will be made by the president, based on recommendations from the president's cabinet and the COVID-19 Task Force.

The COVID-19 Task Force agrees with the guidance from health organizations and recommends that the campus reopening should be gradual and based on best practices for physical distancing and other risk mitigation measures. Employees who plan to work in the office may do so only after they have completed an assessment to ensure that they are in good health.

Agnes Scott employees have a variety of different needs and comfort levels, including:

- Personal beliefs regarding COVID-19.
- The lack of a vaccine at this present time.
- The risk of transmission.
- Impact on our employees' safety, health and well-being.
- The ease or lack thereof of working from home (including colleagues who need to remain at home to take care of children or immune-compromised family members).

Supervisors will evaluate whether employees who seek to continue working remotely are able to complete some or all of their work responsibilities effectively without physically being on campus. Employees are encouraged to communicate with their supervisor and/or the Office of Human Resources regarding specific concerns about returning to work on campus.

Agnes Scott employees who exhibit symptoms or test positive for COVID-19 should not return to campus for the safety of others until they have clearance from a health care provider and submit documentation to the Office of Human Resources.

Employees who fall into any one of the CDC High Risk Categories ([cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html](https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html)) may seek temporary COVID-19 workplace accommodation by contacting the Office of Human Resources.

Employees who are asymptomatic but who may have been exposed to COVID-19, or have a family member at home who is ill with COVID-19, should also refrain from working on campus at this time. These employees should notify their supervisors and consult with their health care provider for guidance on testing, self-isolation, and when to safely return. The Georgia Department of Public Health also offers guidance on this matter: dph.georgia.gov/contact.

PHYSICAL DISTANCING, OPERATIONS, MEETINGS, EVENTS, HEALTH SCREENINGS AND TESTING INFORMATION

The following physical distancing, operations and health measures will be implemented prior to employees working on campus:

- Supervisors will work with their teams to ensure that the number of people in the office at one time is appropriate to meet physical distancing requirements.
- All offices will have sufficient space and seating arrangements for employees to be able to distance themselves at least six feet apart from one another.
- No employees should be seated at face-to-face workstations.

Additionally, employees should:

- Wear masks or face coverings in all public spaces and spaces used by multiple people, taking special care if using meeting rooms, etc. The capacity of all meeting rooms should be limited to the number of people who can safely physically distance within that amount of space. *(If an employee is unable to wear a face mask due to a disability, the college will work with the employee to provide a reasonable modification to this requirement, which could include wearing a scarf, loose face covering or face shield. Anyone in need of a modification due to a disability should contact the Office of Human Resources.)*
- Eliminate physical contact with others (such as handshakes or embraces).
- Avoid frequently touched items in common areas, such as magazines, pens, etc.
- Avoid touching surfaces to the extent feasible; and wipe down frequently touched surfaces before and after use.
- Wash hands before and after use of common areas.
- Frequently use sanitizing wipes, which will be available in all offices.
- Avoid being in proximity to anyone who appears to be sick or is coughing or sneezing.



All non-essential meetings and events should be avoided at this time:

- Employees should minimize in-person meetings, and use alternative digital meeting applications whenever possible.
- For any essential in-person meetings, employees should adhere to physical-distancing measures.
- In-person/face-to-face events with external speakers or large gatherings should be postponed, or minimized, until further notice.
 - Employees planning such events should confer with the Office of Special Events for specific guidance.
- No in-person/face-to-face group lunches/catering/happy hours or other in-office or off-campus group events sponsored by the college should be planned until further notice.

Health Self-Screening Procedures:

- All employees are advised to perform a health self-screening each day prior to coming to the office inclusive of:
 - Taking their temperature to ensure it is not greater than 100.4°F (38°C).
 - Observing any symptoms such as cough, shortness of breath, difficulty breathing, fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, and loss of taste or smell. For more information, see the CDC online symptom checker: [cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html).
- Employees should consult with their healthcare provider regarding existing personal health conditions, and may seek temporary COVID-19 workplace accommodation, if advised or recommended by a medical provider. Additional questions may be directed to the Office of Human Resources.
 - If an employee tests positive for COVID-19, or believes they have been exposed, they should follow the guidance of their healthcare provider and local public health department regarding treatment and self-isolation.
- Self-screening will continue until further notice by college leadership.

Testing

According to the Georgia Department of Health, testing is available to anyone within the state, who requests to be tested, whether or not individuals display symptoms. To be tested, employees may contact any Georgia public health department to schedule an appointment at a Single Point of Contact (SPOC) location convenient to them: dph.georgia.gov/covid-19-testingdirect-patient-lines.

Direct Patient lines are open:

- 8:30 a.m.-7 p.m., Monday through Friday
- 8:30 a.m.-noon, Saturday

Agnes Scott is also contracting with Piedmont Urgent Care ([wellstreet.com/piedmont](https://www.wellstreet.com/piedmont)) to arrange for testing on campus, which will require a minimum of 50 people signed-up to be tested per site visit. Employees may sign up 48 hours in advance with the Office of Human Resources. Additional questions regarding on-campus testing for employees and payment information should be directed to hr@agnesscott.edu or call 404.417.6384.

Other Testing Sites

Dekalb County: dekalbhealth.net

GA Dept. of Public Health: dph.georgia.gov/locations/covid-19-testing-site

Peachtree Immediate Care: peachtreemed.com/location/decatour

If an employee tests positive for COVID-19, or believes they have been exposed, they should follow the guidance of their healthcare provider and local public health department regarding treatment and self-isolation. Employees should also complete COVID-19 Employee Self-Report Form (forms.gle/PAi6GxQhDU2M2gaMA) and notify their supervisors and the Office of Human Resources. For more information regarding testing options, please visit: cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html

COMMON AREAS, DELIVERIES, VISITORS

Kitchens, break rooms and common areas should be organized in a way to adhere to physical distancing measures inclusive of, but not limited to:

- Allowing only one person to occupy the space at a given time UNLESS the space is large enough to maintain physical distance.
- Replacing shared appliances such as coffee makers, ice makers, etc. with single-use or no-touch options or removing them all together.
- Limiting the number of chairs/seating areas.
- Providing at least 6 feet of distance between seating areas wherever possible.
- Providing signage to help with physical distancing — *see Signage around the Office section below.*
- Requiring masks or face coverings in common areas.
- Routinely sanitizing surfaces upon entering or leaving the common area(s).

Food and beverage safety measures

- All offices will review food and beverage handling to avoid cross-contamination.
- Hand-washing hygiene should be practiced at all times.
- Snacks such as nuts/fruit/vegetables need to be individually packaged vs. in bulk and not shared.
- No utensils should be reused.

Office Delivery Procedures

- Office deliveries should be kept to a minimum; with a focus on essential deliveries only.
- Employees should not have anything delivered to the office, unless otherwise approved by the vice president of their division.
- Employees should practice hand sanitization before and after the handling of all mail or packages.

Visitors, Contractors and Vendors

- Service vendors or other non-college employees or contractors entering an office must be approved by the vice president of the respective division.
- Mission-critical visitors or vendors, such as those that provide equipment or maintenance to facilities should adhere to all physical distancing and sanitary measures outlined by the college.
- Visitors who have had known exposure to someone with COVID-19 within the past 28 days or who are exhibiting symptoms of illness consistent with COVID-19 should refrain from coming onto campus.

SIGNAGE AND TRANSITION PREPARATION

Appropriate Signage

- The college will provide appropriate signage to remind everyone of physical distancing and sanitary measures.

Training plan for employees

- To ensure that all employees understand the transition plan, all divisions will participate in a virtual training designed to explain the measures and procedures to be taken prior to coming to the office.
- In addition, written resources with such measures, procedures and expectations will be provided to all employees.

PROPOSED TRANSITION PLAN

Moving forward with Phase 1; and moving from one phase to the next will be guided by local and national health authority guidelines. All phased transitions must be approved by the president upon recommendations from her cabinet and the COVID-19 Task Force.



PHASE 1: BEFORE OFFICES REOPEN—CLEANING AND DISINFECTING

In this phase, the offices are not yet open.

The following disinfection measures will be taken:

- Custodial and facilities staff who are responsible for the cleaning process will be appropriately trained on the correct procedures and use of chemicals and disinfectants. They will be provided appropriate personal protective equipment (PPE) and will be expected to wear it at all times while performing their work. Occupational Safety and Health Administration (OSHA) information can be found at: [osha.gov/SLTC/covid-19/controlprevention.html](https://www.osha.gov/SLTC/covid-19/controlprevention.html).
- All offices will be cleaned and disinfected as thoroughly as possible before opening, with subsequent cleaning of surfaces between use.
 - This includes sanitizing and disinfecting all areas of the office such as:
 - Kitchens and pantries
 - Bathrooms
 - Walls and glass
 - Employee desks
 - Floors
 - Common surface areas
- The college facilities team will also be performing additional cleaning services on top of the regular schedule and checking on the air quality/filtering systems.
- All offices must have sufficient hand sanitizer, soap, disinfecting wipes, and other sanitary products on hand, along with masks and a supply of rubber gloves.



PHASE 2: OFFICES REOPEN AND EMPLOYEES PRIORITIZED

During this phase, the campus will be examined to ensure its readiness to be officially opened. The key focus will be on the Agnes Scott facilities team taking all reasonable measures to provide a clean and safe working environment. All measures and procedures from Phase 1 will now be in effect and reviewed for any adjustments on a weekly basis.

During this phase:

- Employees will be prioritized for return by the vice president of each division.
- Visitors, vendors, or construction workers are allowed to come to the campus but must comply with college guidelines.
- Working remotely may still be an option for some employees and the weekly sign-up plan is still in place.
- Those working in the office should not exceed the maximum number of people allowed in specific spaces at one time.
- Packages/mail delivered while the campus was closed will be organized and distributed as needed.
- Cleaning products will be ordered, stocked, and placed in visible areas for employees to use as needed
- Hand sanitizer and wipes should be placed in common areas.
- Employees should clean/disinfect their personal work areas with disinfecting wipes at the beginning and end of each day.
- Office equipment/furniture should be reorganized in accordance with the physical distancing measures outlined above.
- Office areas should be frequently cleaned as determined; the sanitation of all offices will be reviewed, and any follow-up action determined.
- Conference room setup should adhere to physical distancing practices, (i.e., chairs should be placed at least 6 feet apart or employees should join via web conference if possible).
- All physical distancing and cleaning measures and procedures from the phases above are still in effect and reviewed for any adjustments on a weekly basis.

PHASE 3: OFFICES ARE OPENED TO FULL CAPACITY

In this phase, there are no limitations to work from the office, and only specifically communicated measures/procedures (as previously determined) are in effect.

- There are no public health and/ or government limitations or restrictions in place.
- The number of people allowed in the office is no longer limited, exclusive of standard legal limitations.
- The college will aim to make offices as safe and welcoming as possible to support all employees working on campus.
- Only measures and procedures noted above that are determined to be needed and are communicated will remain in effect.

We hope this information is helpful to you. On behalf of the COVID-19 Task Force, we thank you in advance for your adherence to these guidelines. We look forward to welcoming you safely back to campus. Please stay safe and well.

RESOURCES

Centers for Disease Control and Prevention

[cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html](https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html)

Georgia Department of Public Health

dph.georgia.gov/locations/covid-19-testing-site

American College Health Association

[acha.org/COVID-19](https://www.acha.org/COVID-19)

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