

AGNES SCOTT

COLLEGE

EMPLOYEE GUIDELINES FOR RETURNING TO CAMPUS

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EMPLOYEE GUIDELINES FOR RETURNING TO CAMPUS

GOAL

The Agnes Scott College Return to Campus Plan has been developed by the college's Presidential COVID-19 Task Force and associated subgroups to provide guidelines and protocols for a return to on-campus work for employees. Our goal is to create both a smooth transition back to campus and a positive campus and employment experience for the Agnes Scott community.

This Return to Campus Plan reflects our best approximation of a plan for how the college will operate in compliance with federal, state and local guidelines in the spring semester. It is purposely designed with flexibility in mind so that we can quickly adapt to the wide-ranging impact of COVID-19. We will amend our approach as needed and will continue to prioritize the health and safety of our campus community members in our decision-making processes.

KEY GUIDING STRATEGIES

This Return to Campus Plan may change in response to evolving health authority guidance and effective practices shared by other organizations, including area colleges and universities. Final decisions will be made by the president, based on recommendations from her cabinet and the Presidential COVID-19 Task Force. All employees are expected to fully comply with the policies, protocols and guidelines outlined in this plan. Noncompliance with COVID-19 campus health and safety guidelines will be referred to the Office of People and Culture (formerly HR) for remediation.

The Presidential COVID-19 Task Force agrees with the guidance from health organizations and recommends that the campus reopening adhere to best practices for physical distancing and other risk-mitigation measures.

Telework options may still be available for some employees. Supervisors, in consultation with their vice presidents, will evaluate whether employees who seek to continue working in this capacity are able to complete their work responsibilities effectively without physically being on campus.

TRAINING AND SUPPORT

The Staff Telework Assessment Tool can be found online [here](#); training for supervisors on how to assess and manage remote employees will take place in December and January. Each vice president is to submit a list of employees who will be working on campus, along with the planned days and times, to the Office of People and Culture.

If students are on campus, student-facing offices are expected to make every effort to provide some in-person services on campus, with all appropriate precautions.

The Office of People and Culture will host “Safely Return” workshop sessions on Nov. 30, and twice a week during the month of January. The goals of these sessions are to demonstrate various precautionary measures and answer employees’ questions. All employees who are returning to campus and who will be interacting with others are required to sign up to attend one of these sessions. Once decided, the dates and times will be announced.

Each day, before arriving on campus, employees should evaluate themselves for symptoms. For the safety of others, those who exhibit [symptoms](#) or test positive for COVID-19 should not return to campus until they have clearance from a health care provider and submit documentation to the Office of People and Culture. The college will monitor, in conjunction with the Wellness Center, appropriate safety and health protocols, such as self-administered health checks via the Medicat system.

PEOPLE

Personal Safety Practices

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 refrain from working on campus. These employees should notify their supervisor and consult with their health care provider for guidance on testing, self-isolation and safe-return protocols. The Georgia Department of Public Health offers [guidance](#) on this matter.

If the local COVID-19 spread decreases and/or an effective vaccination is made available, restrictions may be relaxed incrementally and with caution.

- Wear a face covering at all times, whether inside or outside (except when **alone** in private spaces).
- The face covering is meant to protect you and others in case either party is infected. You could spread COVID-19 even if you do not feel sick.
- The face covering is not a substitute for physical distancing.
- If you are in a private setting and do not have your face covering on, remember to cover your mouth and nose with a tissue when you cough or sneeze, or to use the inside of your elbow. 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 percent alcohol.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Avoid close contact with people who are sick, and put distance between yourself and others. Stay at least six feet from other people. Remember that people without symptoms may be able to spread the virus.
- Avoid shaking hands.
- Do not enter other employees' workspaces.
- Reduce high-touch exposures to door handles by propping open interior doors where feasible.
- Do not gather in groups of larger than 10 people.
- Stay home if you are sick, have been in close contact with anyone diagnosed with COVID-19 or are awaiting COVID-19 test results.

Testing

According to the Georgia Department of Health, testing is available to anyone within the state who asks to be tested, whether or not the individual displays symptoms. To be tested prior to returning to campus, employees may contact any Georgia public health department to schedule an appointment at a [single point-of-contact location](#) convenient to them.

Direct patient lines are open:

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

8:30 a.m.-noon, Saturday

- If you intend to or are designated as necessary personnel and must return to campus, you are required to be tested for COVID-19 seven to 10 days before returning to campus. Individuals should get a molecular test (ask for a PCR test). This test identifies active/current infections and is generally more accurate than the other tests. Please do not get the antibody test; it tests for past infection, which has not yet been shown to provide lasting protection in the future.
- Employees should complete and sign the [COVID-19 Testing Attestation Form](#) acknowledging that they have been tested for COVID-19 prior to returning to campus.
- You have several options, including free testing at the DeKalb County Board of Health. You must register at [COVID-19 Testing in Georgia | Georgia Department of Public Health](#) for a testing appointment.
- Surveillance testing will be done every two weeks with faculty, staff and students who are on campus. Please visit the FAQs section regarding the surveillance testing process for employees on the People and Culture webpage.
- Employees working on campus or requesting access to campus will complete daily symptom screening through the Medicat portal.

For the safety of others, Agnes Scott employees who exhibit symptoms, test positive for COVID-19 or believe they have been exposed (spending at least 15 minutes sustained time within six feet of a person with COVID-19) should follow the guidance of their health care provider and local public health department regarding treatment and self-isolation. These employees should notify their supervisor and not return to campus until they have clearance from a health care provider. Documentation should be submitted to the Office of People and Culture. Employees should also complete the [Employee COVID-19 Self-Report Form](#), for contact tracing purposes.

Community Testing Locations

- [DeKalb County](#)
- [Georgia Department of Public Health](#)
- [Peachtree Immediate Care](#)

Health Self-Screening Procedures

All employees are required to complete the daily symptom screening through the Medicat portal each day prior to coming to the campus, inclusive of:

- Taking their temperature to ensure it is not greater than 100.4 degrees 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.
- A full rollout of the use of the Medicat portal for employees will be completed prior to the start of the spring semester.

Case Management and Contact Tracing

The college has developed appropriate protocols for case management and contact tracing for cases that may occur on campus.

All contacts received by the college that indicate a potential exposure to COVID-19 will be reported to the DeKalb County Board of Health and promptly traced by trained public health contact tracers from public health agencies and/or from our campus. Immediate actions to isolate reported infected or exposed individuals will be implemented.

Employees who learn of students who contract COVID-19 should direct the students to the [COVID-19 Assistance Request or Self-Report Form for Students](#). The Wellness Center staff will initiate the contact tracing protocol, and contacts will be notified of a possible exposure and quarantined/tested as needed. Student Health Services will notify the Dekalb County Board of Health as well as the senior associate dean of students, who will then notify the vice president for student affairs and dean of students as well as the appropriate personnel at the Office of Residence Life, Office of Facilities, and Dining Services. The procedure is then as follows: the Office of Facilities cleans the living space (if the affected persons are students) and other spaces, as needed, on campus. The Office of Residence Life facilitates the students' move to isolation, and Dining Services delivers food to the students while they are isolated. The vice president for student affairs and dean of students informs the president's cabinet of a positive COVID-19 test result.

Employees

- Employees must adhere to all college, local, state and national guidelines regarding personal health responsibility.
- Generally speaking, employees will follow the guidance of their vice president for when to return to work on campus.
- Accommodations will be reviewed by the Office of People and Culture for employees in the Centers for Disease Control and Prevention-defined COVID-19 high-risk-population category, if requested by the employee. Medical documentation may be required.
- Telecommuting may be permitted in situations in which the work can be efficiently performed at an off-campus site, standards for quantity and quality of production can be assessed and maintained, arrangements to telecommute have been approved in advance by the employee's vice president or designee, and the telecommuting agreement has been approved by the Office of People and Culture.
- Meetings will continue to be held virtually, as much as possible.
- At this time, we do not recommend use of common areas such as kitchens; if common areas are used, employees must wear cloth face coverings and only one individual will be permitted to use the space at a time.
- Employees who need personal protective equipment should contact Jessica Owen, office manager (Office of Facilities) at jaowen@agnesscott.edu.

Travel

All work-related travel is generally suspended. Please contact your supervisor for specific information.

Visitors and Vendors

- Visitors, vendors, contractors (e.g., construction workers) are allowed to come to the campus and must abide by all campus and building-specific protocols.
- All outside contractors performing services on campus that bring them into contact with students, faculty, staff or campus visitors must wear appropriate personal protective equipment.
- Contractors shall hold their employees to the same standards applied to college employees.

- Any contract worker who is sick is not permitted to perform work on campus.
- All contracts must include an addendum or communication directly to outside guests and vendors — all outside guests and vendors must immediately notify the Agnes Scott department with which they are visiting or working if they have been diagnosed with COVID-19 within the past 14 days of visiting or working on the campus.

PLACES

Classrooms

Class sizes have been modified, and rooms have been arranged to create adequate distancing between students and between students and professors. Seating capacity will be at 50 percent or less in each room. The following procedures are required in all classrooms.

- Do not rearrange seating layouts in classrooms.
- Use every other seat when possible. Seats have been removed from most classrooms to help maintain physical distancing guidelines. If there is an outbreak on campus this spring, this procedure will assist contact tracers in tracking down who has been exposed to the virus.
- Do not share materials with anyone.
- Disinfect your workspace in the classroom before and after class.
- Use doors marked as entrances and exits appropriately. Follow any building flow arrows in the proper direction, even if this means having to exit the building and reenter.
- Adhere to all COVID-19 signage instructions.
- When feasible, we encourage open windows to help with airflow.

Computer Labs

Computer labs will be sanitized twice daily by custodial staff. Labs are equipped with sanitizing wipes and hand sanitizer.

Office Spaces

The following procedures are required by all staff while on campus.

- Face coverings must be worn when leaving a private office space.
- Consider arranging office space to ensure proper distancing from visitors and co-workers. If this is not possible, consider marking floor space with tape.
- Schedule visitors to ensure adequate safe distances can be maintained in waiting areas.
- Maintain a physical distance of at least six feet when possible.
- At all times, stay behind the Plexiglas structure, if provided, in a workspace when meeting students and visitors.

Student Residential Facilities

- Guidelines and training will be developed for residence advisers, graduate advisers and other Office of Residence Life staff to reinforce physical distancing/capacity limits and to ensure that a healthy environment is maintained within the residence halls.
- Room occupancy guidelines for student health and safety have been established.
- Additional cleaning schedules will be executed for all public areas and restrooms in the residence halls.
- Specific information will be provided to all students living in the residence halls regarding proper cleaning of bathrooms and physical distancing while in the residence halls.
- Housing will follow the college's pandemic plan for isolation of primary exposures and quarantine of COVID-19-positive students **in separate spaces designated for this purpose.**

Athletic Facilities

- Both external and internal community use of athletic facilities will be restricted to designated times. A weekly schedule will be posted in The Irvine. All users will be required to take a health screening prior to use, and there will be restrictions on the number of users, to allow for physical distancing.

- Both tennis and swim clinics will follow tennis and swim COVID-19 guidelines as well as protocols set forth by the Department of Athletics for utilizing spaces within Woodruff Physical Activities Building.

Restrooms

The use of restrooms should be limited based on their size to ensure at least six feet of distance between individuals. Wash your hands thoroughly afterward to reduce the potential transmission of the virus.

Elevators

Due to physical distancing requirements, the number of elevator occupants is limited to two in most cases. Please use the stairs whenever possible. Priority must be given to those with mobility challenges.

- If you are using the elevator, wear a face covering and avoid touching the elevator buttons with your exposed hand/fingers, if possible. Maintain physical distancing of at least six feet from other occupants. Wash your hands or use alcohol-based hand sanitizer upon exiting the elevator.

CAMPUS SPACES

Meeting Facilities

Make every attempt to schedule meetings via teleconference or internet rather than meeting in person, or make arrangements to meet outdoors (masks still required).

- All attendees should wear a mask or face covering during all meetings and keep a minimum of six feet of distance between each participant.
- Depending on the purpose, indoor events will be limited to 50 percent or less of the fire marshal's rated occupancy, to ensure a minimum of six feet of distance for each participant.
- There will be at least one hour reserved after meetings to sanitize the space before the next meeting. Sanitization will be done by custodial staff and/or a preapproved contractor. The need for sanitization must be communicated in advance to the Office of Special Events.
- Sanitizing wipes and hand sanitizer are available in meeting spaces for self-service.

Public Restrooms

All restrooms will be sanitized twice per day.

Common Areas

- Lobby furnishings have been modified for appropriate physical distancing and adherence to all safety and health guidelines
- Conference room setup should adhere to physical distancing practices (e.g., chairs should be placed at least six feet apart) or employees should join via web conference, if possible.
- Everyone should wear a mask or face covering while sharing space in a common room.
- Hand sanitizer stations are being installed throughout common areas, including hallways and corridors.
- Common areas will be sanitized twice per day or as needed. This includes table surfaces, armchairs, railings, doorknobs, elevator buttons, etc.
- No water fountains should be used; however, bottle fillers are still available throughout campus.

College Staff and Student Employees

- Job-appropriate personal protective equipment (e.g., masks, face shields and gloves) will be made available to all staff.
- Protective masks will be provided to all student employees.
- Staff and student employees will be required to follow appropriate physical distancing, a minimum of six feet at all times.

Food Service

- Aramark has implemented the necessary protocols in service delivery to ensure safety and support the needs of the college.
- These modifications include enhanced cleaning measures, new training, increased cleaning frequency and using appropriate personal protective equipment.

- There will be modification of operations, payment, guest flow and seating, as well as how supplies are received, to enforce the requirements of physical distancing and reduce exposure.
- All furnishings have been modified for appropriate physical distancing and adherence to all safety and health guidelines.
- All Dining Services employees will wear personal protective equipment and follow physical distancing protocols in the kitchen, serving and dining areas at all times.
- Open seating restrictions, proper physical distancing and other health guidelines will be required in college dining spaces, with no more than 50 percent normal occupancy seating.
- All high-contact surfaces (countertops, doors, trash bins, etc.) will be cleaned and sanitized regularly, and tables will be disinfected between diners.
- Hand-sanitizing stations will be provided at the entrance to all dining facilities.

Mailroom

Packages/mail delivered while the campus was closed will be organized and distributed as needed.

CAMPUS PROTOCOLS

General Guidelines

- Physically distance at least six feet when possible.
- In the classroom setting, instructors and students must wear face coverings unless an accommodation has been granted.
- Regularly wash hands and/or use hand sanitizer.
- Cover coughs and sneezes with a tissue or by using the inside of your elbow.

Sanitizing

The college's custodial staff will operate in accordance with cleaning and disinfection protocols recommended by the Centers for Disease Control and Prevention, using Environmental

Protection Agency-approved products that are effective against the COVID-19 virus. Personnel will disinfect high-touch surfaces. These high-touch surfaces include, but are not limited to, entryway touch points, doorknobs, water dispensers, elevator panels/call buttons, stairwell handrails and restroom fixtures (sinks, faucets, toilets, towel dispensers, etc.).

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 and will be expected to wear it at all times while performing their work. Occupational Safety and Health Administration information can be found [here](#).

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.

Office areas should be frequently cleaned as determined; the sanitation of all offices will be reviewed, and any follow-up action determined.

All offices will have sufficient hand sanitizer, soap, disinfecting wipes and other sanitary products on hand, along with masks and a supply of rubber gloves.

Hand-sanitizing stations are located in key areas within all campus buildings (near entryways, in hallways and restrooms on each floor of every campus building, and inside classrooms).

Faculty will have access to disposable sanitizing wipes in each classroom.

Employees should clean/disinfect their personal work areas with disinfecting wipes at the beginning and end of each day.

Cleaning products will be ordered, stocked and placed in visible areas for employees to use as needed.

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:

- Restrooms.
- Walls and glass.
- Employee desks.
- Floors.
- Common surface areas.
- Kitchens and pantries.

EVENTS AND GATHERINGS

All campus events are to be held following college, state and health department guidance for gatherings, including instructions for physical distancing, capacities and use of face coverings. Hours of occupancy for facilities and spaces may be modified or staggered to limit group sizes and ensure proper physical distancing.

- Large events (since this definition and guidance are regularly changing, large events will be defined as spring 2021 begins) significantly increase the risk of transmission of COVID-19. Therefore, decisions that would entail large gatherings must be approved in advance and will be carefully evaluated.
- Each event will be approved on a case-by-case basis by the appropriate vice president. If he or she is uncertain, the vice president will present the possibility to the president's cabinet and the president.
- An emphasis on outdoor events will be permitted with appropriate physical distancing and adherence to all safety and health guidelines across the college's campus and facilities, as outdoor activities reduce the risks of viral transmission.
- Events that occur on the Agnes Scott campus or are officially approved events must meet all safety and health guidelines, including but not limited to group and individual visits to campus.
- New dates will be determined for all rescheduled events but with the caveat that these dates may change, depending on multiple factors, including the status of the pandemic within the state of Georgia, DeKalb County and the city of Decatur.
- Capacity and physical distancing measures will be determined using all state and federal health guidelines for future on-campus events.
- Attendees may be asked to sign an acknowledgment of risk and/or release as part of the college risk-management efforts.

COMMITMENT TO EQUITY AND INCLUSION

As a campus community, we embody the college's mission, which includes engaging the intellectual and social challenges of our times. This commitment, embodied in our [core values](#), has guided our campus efforts to specifically address the social challenges posed by COVID-19. During difficult and challenging times, it is even more important to uphold our values.

We are fully aware of other diversity, equity and inclusion concerns, such as:

- Employment uncertainty, housing and food concerns for workers in industries that support higher education.
- Challenges for those who do not have access to resources that allow them to study or work remotely.
- The isolation of international students who cannot be reunited with their families, and the anxiety of families worried about their loved ones abroad.
- Employees and students with disabilities having to adapt to new methods of working, living and learning.
- LGBTQ+ students who found a safe place on campus but may feel unsafe or unwelcome at home.
- Increased isolation for elderly people unable to connect in person with their loved ones, along with ageism in general.

Let's refuse to give this pandemic permission to obscure our view of humanity and to shred our connections with each other. We encourage our campus community to continue to be thoughtful and supportive as we face the challenges presented by this global pandemic. Please know that we are here for you and that we will continue to navigate this new reality together.

-The Gay Johnson McDougall Center for Global Diversity and Inclusion, 2020.

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/covidtesting
- **American College Health Association**
acha.org/COVID-19
- **Testing Sites**
dekalbhealth.net
- **Agnes Scott's EAP provider, ESPYR**
Toll-free: 800.869.0276
Website: espyr.com
Password: agnesscott