

COVID-19 Employee Workplace Guidelines

Face Coverings / Masks

Farmingdale State College is requiring that all students, faculty and staff wear face coverings which cover their nose and mouth at all times when on campus, except when alone in a room or alone in a vehicle.

- Wearing a face covering does not replace the need for social distancing or other measures to prevent the spread of the virus that causes COVID-19. Reusable and disposable face coverings are intended to decrease the potential for the wearer to spread the virus that causes COVID-19.
- Face coverings may not be used in place of face shields or other face protection (e.g. safety glasses or goggles) needed for protection from chemical or physical hazards.
- Particular care must be taken to wear face coverings when transiting public spaces (e.g., hallways, elevators, bathrooms) in case of unexpected infringement on social distancing.
- Many employees who will be returning to campus already have a face covering that they've become accustomed to wearing. Therefore, employees may bring and wear their own appropriate face covering. Alternatively, face coverings and other necessary and appropriate personal protective equipment (PPE) will be provided to employees who need them at no cost.

Physical Separation / Social Distancing

Separation of personal workspaces to achieve a minimum of a 6' distance, or other barriers between personnel when otherwise needed. Examples include:

- Staggered use of space/split work shifts
- Use of tape on benchtops and/or floors to delineate space and maintain separation of personnel
- Installation of "sneeze barriers" (e.g. plexiglass) where warranted
- Separation of or limited access to commonly used equipment to avoid close contact and cross-contamination
- Separate storage of individuals' PPE

FSC will also post appropriate signage at entrances and at essential locations on campus and within buildings to remind personnel of safeguard procedures.

Health Screening

In accordance with current CDC guidance, the following health screening measures have been adopted:

- To help protect our campus colleagues from exposure to the coronavirus while at work, all employees will be required to conduct a brief health care self-screening before coming to campus. This daily self-screening will involve a review for COVID-19 related symptoms. These currently include fever, shortness of breath, cough, body aches/muscle pain, sore throat, new loss of taste and/or sense of smell, fatigue, and headache. Employees remaining on campus for more than 12 hours must re-submit their screening.

- The health screening will be done online by all employees via an easy to navigate and readily accessible portal. Employees must complete the screening within 1 hour of the start of their shift. Confirmation that the screening was completed will be e-mailed to the supervisor. Supervisors will check that all employees have completed their screenings daily and follow up with any employee who has not. If the online portal becomes unavailable or in instances where an employee cannot access it, alternative modes of self-screening will be made available on a case by case basis with supervisory approval.
- An employee who screens positive for one or more symptoms without any underlying conditions (e.g. seasonal allergies, etc.) and/or no other contributing factors, must notify their supervisor and must not come to campus. If during the day an employee begins to feel unwell, they should notify their supervisor and leave the campus immediately with instructions to follow. Supervisors must remind employees that their daily health screening must be completed in order to support the health and safety of our campus community.
- Employees who are symptomatic will also be advised to seek guidance from their health care provider, if appropriate. The employee may not return to campus without meeting the return to work criteria as defined by the CDC/DOH or a clearance from their healthcare provider.
- If an employee reports that they are symptomatic, or has tested positive within the past 14 days, or has knowingly been in close contact with anyone who has tested positive or who has had symptoms of COVID-19, the employee should be directed to contact Human Resources and their supervisor for instructions, including possible quarantine.
- Symptomatic or exposed employees must also self-report online. SUNY System Administration is responsible for tracking the number of exposed and infected staff and faculty members across the University system. As part of this process, Farmingdale State College has created a secure form to self-report potential and confirmed cases of COVID-19.

Cleaning Protocols for Regular Cleaning and/or Disinfecting of Buildings

Cleaning protocol for areas where someone suspected of having (or confirmed to have) COVID-19:

In areas where someone suspected of having (or confirmed to have) COVID-19 has been, Farmingdale State College follows prescribed guidelines from the NYSDOH and CDC for cleaning and disinfecting areas. Disinfecting these areas (i.e. deep cleaning) includes safely providing a full saturation of an EPA approved disinfectant to all surfaces including walls, ceilings, fixtures, floors, under cabinets, behind machines, tops of cabinets, etc. In many larger areas, electrostatic sprayers/foggers with disinfecting agents are also used.

Regular cleaning protocol:

Regular cleaning, as prescribed by building occupancies, will continue. Priorities have been adjusted to provide cleaning and disinfecting for high-touch surfaces, which include:

- Stair railings
- Exterior and interior door hardware and surfaces
- Light switches
- Restroom fixtures, partitions, faucets, toilet paper/paper towel dispensers
- Elevator control panels and call buttons

- Common area kitchen countertops and appliances
- ADA handicap door push plates
- Water fountains and bottle filling stations

Additional cleaning protocols include, but are not limited to:

- Disinfecting high-touch surfaces in high-traffic areas daily (and more frequently as schedules allow).
- Regular cleaning will follow check-outs from all residential rooms, with additional focus to disinfect surfaces which are not normally accessible under occupancy.
- Hand-sanitizing stations are installed throughout the campus at main entry/exit points of buildings. Additional hand-sanitizing stations will be provided in high-traffic areas as supplies become available.
- The Campus Community is encouraged to practice preventative cleaning in their personal offices and/or residential spaces which are not normally accessible to the cleaning staff. Supplemental cleaning of teaching spaces and office spaces not regularly accessible to the custodial staff should be performed as needed by room occupants / faculty with supplies provided by their department.

Expanded Business Hours and Flexible Schedules*

Current administrative business hours typically span from 8:00 a.m. to 5:00 p.m. To facilitate a safe restart to the workplace, an expansion of business hours may be implemented by special request and approval. Primarily though, in order to accommodate social distancing and other safeguarding protocols, Supervisors are encouraged to return their staff on-campus as part of a modified work week that extends from Monday through Thursday such that there is a three-day period every week to allow for sufficient cleaning and disinfection. This is due in part that, according to the Centers for Disease Control and Prevention (CDC), Coronaviruses on surfaces and objects naturally die within hours to days.

If social distancing protocols cannot be achieved operating on a four-day on-campus work schedule, considerations should be made for staggering the days employees are on campus, allowing for a set number of days an employee can be present on campus and establishing days where employees may also work remotely. The expansion of business hours and/or the adjustments to employee schedules provides management and staff greater flexibility in meeting work obligations and personal obligations while supporting social distancing requirements. This flexibility in no way serves to require employees to work extended/longer hours. Employees will continue to perform their normal professional obligation. Supervisors are encouraged to work collaboratively with employees in determining flexible scheduling arrangements which meet the operational needs of the College, optimize social distancing, and consider the needs of the employee. Flexible schedule options include:

- Staggered workweeks/workdays
- Rotating schedules (e.g. staff teams working alternating weekly/ bi-weekly schedules)
- Full-time or intermittent remote work assignments (telecommuting)

shall have no impact on the employee's overall professional obligation.