Farmingdale State College
State University of New York

Returning Employees to Campus
Guidelines for a Safe Work and Instruction Environment Amid the COVID-19 Pandemic
June 2020

Safely Returning Employees Back to Campus - A Tiered Approach

As we prepare for those working remotely to return to the campus, we will be implementing a gradual or 'tiered' return based upon operational need and employee safety. To that end, an incremental approach will allow us to monitor operational issues and workplace safeguards, particularly in the early stages of this effort, and adjust as needed prior to returning additional employees to the campus.

These guidelines were developed based on current conditions. The timing of our eventual return may require us to modify existing plans. Changes that could affect the plan include, but are not limited to:

- How many other people are on campus
- Students returning to campus
- The number of people visiting offices and service centers
- Time of year (e.g. as Fall semester approaches, more office staff would be needed in Human Resources).

The 3 Tiers:

It is important to note that while many worked remotely during the last few months, some employees continued to work on campus in some capacity. As part of this process, these employees will be:

- Advised of the new health screening requirement, which will begin at the onset of returning our Tier 1 employees to campus.
- Reminded about the continued importance of social distancing and face covering as their colleagues return.
- Advised of the required 12-minute video *New York State COVID- 19 Response: Return to Work*

Each tier will also have subgroups of employees designated as A, B or C. This will allow us the ability to better control the flow of employees returning to campus and to more effectively manage our space, resources and the safeguards we're putting in place.

Tier 1 – this phase will include employees who have one or more core duties which <u>cannot</u> be performed remotely

The employees in Tier 1, Group A will be among our first to return and as such, it is expected that this group will be kept small and hence more manageable to allow for these and other safety and logistical measures to be evaluated.

- For these employees, a 'COVID-19 Return-to-Work Plan' (included as **Attachment 1**) must be completed and approved while we wait for final guidance and approvals from SUNY, the CDC, the NYSDOH and the College's leadership.

Tier 2 – employees for whom one or more core duties are <u>most effectively</u> performed onsite

Tier 3 – employees for whom effectiveness of duties is <u>least impacted</u> by working remotely

Progression through all phases will be dictated by NYS, SUNY and Farmingdale State College (FSC) policies and by the effected department's readiness and ability to operate safely in accordance with the guidelines and protocols established.

<u>Special Considerations</u>

- Any requests to continue full-time remote work for non-medical reasons should be referred to Human Resources, and Human Resources will work collaboratively with the supervisor and employee to explore what options might be available. Requests for remote work related to medical reasons or high-risk factors on the part of the employee or a member of the employee's family should be referred to Human Resources.

<u>Safeguarding the Campus Workforce</u>

Guidance from the <u>CDC</u> states that the virus is thought to spread mainly:

- Between people who are in close contact with one another (within about 6 feet)
- Through respiratory droplets produced when an infected person coughs, sneezes or talks. These droplets can land in the mouths or noses of people who are nearby and possibly be inhaled into the lungs.

Studies have shown that COVID-19 may be spread by people up to three (3) days prior to ever showing symptoms and by people who may not even know that they are infected (asymptomatic spread).

This plan therefore requires safe work practices to be introduced and followed **_by everybody_** to minimize the risk of transmission of the coronavirus on Campus in accordance with guidance from the CDC, State health authorities, and Farmingdale State College leadership.

In an effort to ensure the safety of everyone on Campus and to minimize the threat of COVID-19 spread, the following critical policies must be adhered to at all times and to all extents practicable:

1. **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.

2. **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.

3. Health Screening

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

- In order 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. For an employee who returns or remains on campus after 12 hours, this screening must be repeated.
- 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.

4. Cleaning Protocols for Regular Cleaning and/or Disinfecting of Buildings

Cleaning definitions in accordance with CDC guidelines:

- **Disinfection (or Deep Cleaning)** - a process that eliminates pathogenic microorganisms, except bacterial spores, on inanimate objects. Objects are usually disinfected by liquid chemicals or wet pasteurization. Custodial staff use an EPA approved disinfectant to coat and wipe down all accessible/visible surfaces. The disinfectant used is known to kill COVID-19 on hard non-porous surfaces.
- **Regular cleaning** - the removal of visible soil (e.g., organic and inorganic material) from objects and surfaces and normally is accomplished manually or mechanically using water with detergents or enzymatic products.

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

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.

Examples of high-touch surfaces 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

Examples of high-traffic areas include:

- Restrooms
- Building entrances
- Classrooms, lounges, and meeting spaces
- Hallways
- Dining areas

Additional cleaning protocols include, but are not limited to:

- Disinfecting high-touch surfaces in high-traffic areas is performed at least 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.

5. **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. Employees should be encouraged to report to their worksites within the above-noted window with requested schedules subject to supervisor's approval.

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. Supervisors must follow applicable provisions where required under collective bargaining agreements. All approved work schedules must be maintained by the supervisor. Employees requesting a change from the approved schedule require approval from their supervisor. Questions concerning work schedules should be directed to Human Resources.

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)

Alternative work schedules are expected to be temporary during the COVID-19 event and shall have no impact on the employee's overall professional obligation.

COVID-19 Return to Work Plan

The Department Return to Work Plan

The 'COVID-19 Return to Work Plan' (included as Attachment 1) provides guidance that will allow for a safe return to the workplace. Please evaluate all items set forth in the template and check off the boxes that are applicable, adding notes where necessary to outline any additional/alternate measures in the notes section. Once completed, this plan must be signed by all designated parties and submitted to the Environmental Health and Safety (EH&S) Officer for review and approval. The EH&S Officer will then submit to the Vice President for final approval.

For further information, contact:

Jeff Carter, CHMM, CHO, MPS
Environmental Health and Safety Officer
Administration and Finance
ph. (934) 420-2105
fax (934) 420-9173
carterj@farmingdale.edu

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ATTACHMENT 1

COVID-19 Return-to-Work Plan Template

COVID-19 Return-to-Work Plan

Departments seeking approval to bring staff back to the worksite must document the measures that will be taken to help create a safe workplace for their staff and others in this Return to Work Plan. Guidelines and safeguards have been established to help facilitate a safe return and are provided in this template. These measures must include, but are not limited to, basic infection prevention measures, social distancing, and the wearing of face coverings within the areas where employees are assigned. This plan must be signed by the Department Head and submitted to Jeffrey Carter, Environmental Health and Safety Officer, for review and approval.

Tier and Group Designation

Tier Number (1, 2 or 3):		Group Designation (A, B or C)	

Department Information

Department Head's Name:		Department Name	
Job Title:		Program/Session Name	

Location(s) of Use

List building/location (e.g. Hale Hall) and the room number(s) that will be occupied. If the return to work location consists of a suite of offices or lab space, identify the suite name or work unit. List the number of employees who previously occupied the space and how many (maximum) will occupy the space in this tiered return.

Building/Location	Room Number(s)	Suite Name/Work Unit Name	# Employees Pre-COVID	Proposed # Employees Returning (max. of 50%*)

*It is important that no more than 50% of pre-COVID employees are on campus at any one time on any given day. This will help facilitate contact tracing should it be warranted, as well as reduce risk (fewer people = less risk of exposure). Special considerations will be made for bringing back >50% pre-COVID employees in instances where social distancing guidelines can be met, the details of which can be described on page 4 of this document.

Employee List

List the employees included in this phased return. Identify whether each employee is expected/anticipated to return to work in a full time (i.e. pre-COVID-19) capacity or with a modified (i.e. half in-person/on campus and half remote work) work schedule. More details regarding where and when these employees will be present on campus to be addressed on page 4 ('Social Distancing' section), and/or may be detailed in a separate page(s) to be included in this submission.

First Name	Last Name	Job Title	RAM ID#	Full Capacity (F or Full) or Modified Work Shift (M or Mod)

Continue list on next page. If more space is needed, please replicate page 2 and attach to this submission.

Employee List (cont.)				
List the employees included in this phased return. Identify whether each employee is expected/anticipated to return to work in a full time (i.e. pre-COVID-19) capacity or with a modified (i.e. half in-person/on campus and half remote work) work schedule. More details regarding where and when these employees will be present on campus to be addressed on page 4 ('Social Distancing' section), and/or may be detailed in a separate page(s) to be included in this submission.				
First Name	Last Name	Job Title	RAM ID#	Full Capacity (F or Full) or Modified Work Shift (M or Mod)

Basic Infection Prevention Measures **Preventing the spread of the Coronavirus Disease 2019 (COVID-19) is everyone's responsibility.**	
Check the items below to confirm that your department and the employees listed herein will implement and comply with each of the following measures to help prevent the spread of the virus. List any additional measures or comments in the Notes section.	

Core Preparedness Responsibilities	Notes
☐ Share information and post notices to promote and encourage students, faculty, staff and visitors to follow measures to prevent the spread of coronavirus disease (COVID-19). • Wash 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, or sneezing. • Use a hand sanitizer that contains at least 60% alcohol if soap and water are not available. • Cover coughs and sneezes. • Avoid touching your eyes, nose and mouth. ☐ Require employees to monitor their health each day before coming to work using Farmingdale State College's COVID-19 Employee Self-Evaluation Tool. ☐ Require employees to stay home/leave work if they are symptomatic, and to always inform their supervisor. ☐ Encourage employees to clean and disinfect frequently touched surfaces in their own workspaces daily. This includes tables, desks, phones, keyboards, etc. ☐ Support the bringing in of supplies (e.g., hand sanitizer, Lysol) to aid healthy hygiene practices. ☐ Discourage workers from using other workers' phones, desks, offices, or other work tools and equipment, when possible. ☐ Other _____	

| Note: Custodial will perform routine housekeeping practices of public use spaces, such as lobbies, hallways, bathrooms, offices and classrooms, etc., including disinfecting of high-touch surfaces (e.g. door handles, elevator buttons, water fountains, etc.), and will follow established cleaning protocols for areas when someone has either tested positive for COVID-19, is presumptive positive or is symptomatic for the virus without testing. | |

Social Distancing	
Social distancing is the practice of keeping space between people to avoid spreading the COVID-19 virus.	

Check items below to identify the administrative and engineering controls that your department will implement to maintain social distancing. Social distancing requires that employees remain at least 6 feet apart (about 2 arms' length) from one another. List any additional measures or comments in the Notes section.

Core Preparedness Responsibilities	Notes
☐ Determine job functions that can be performed remotely from alternate work locations or at home.	
☐ Adjust work schedules for all or part of the workweek (e.g. telecommuting, staggered days/hours, compressed workweeks, reduced/flexible work schedules).	
☐ Workstations are separated by at least 6' from each other and includes space for movement between workstations.	
☐ Establish virtual "front desk" operations to eliminate face-to-face interactions.	
☐ Do not hold or attend in-person meetings or gatherings unless absolutely necessary and where virtual meetings are not feasible.	
☐ Prohibit shared use of small rooms by groups and convert to single occupant use where feasible and when warranted.	
☐ Consider re-purpose large gathering spaces (e.g. meeting room) for additional office space.	
☐ Remove chairs/stools from rooms or mark them for non-use to limit seating and create more space.	
☐ Control how deliveries are made to the office.	
☐ Temporarily close or restrict access to communal rooms (e.g. kitchens, lounges).	
☐ Reduce capacity in reception lobby spaces (e.g. remove some chairs /benches).	
☐ Where multiple doors serve the same space, consider establishing entry/exit routes. This should **ONLY** be done in consultation with and approval of the Fire Marshal (X2603).	
☐ Use signs and floor markings to demarcate social distancing space, or to establish one-way direction of foot-traffic patterns, in locations where people may congregate (e.g. lobbies, outside classrooms or offices, elevators, food service areas, staircases, etc.).	
☐ Consider engineering controls in situations where face-to-face or close interactions must take place between people, and they cannot be eliminated through administrative controls.	
☐ Place stanchions or use other barriers to keep people six feet away from others.	
☐ Add panels between desks where desks cannot be separated *in consultation with and approval of the Physical Plant.*	
☐ Install plexiglass shields in locations where transactions must take place between individuals separated *in consultation with and approval of the Physical Plant.*	
☐ Other	
_____	

Face Coverings and Masks	
Wearing cloth face coverings in public settings is recommended by the CDC and required by a NYS Executive Order where other social distancing measures are difficult to maintain.	
Check items below to confirm that your department will comply with each of the following safety measures. List any additional measures or comments in the Notes section.	
Core Preparedness Responsibilities	Notes

☐ Students, faculty and staff must wear face coverings when they are in a public area used by others, and are:
 	
   ● within six feet of distance from other individuals; or
   ● in a situation or setting where they are unable to maintain six feet of distance from other individuals; or
   ● in an area (e.g. a restroom or breakroom) we're proper social distancing has the potential to be broken without notice; or
   ● in a public or private transportation carrier (e.g. bus) or in a 'for-hire' vehicle.
 	
☐ Promote the use of face coverings in buildings and spaces used by the public where social distancing is not practical:
 	
   • Hallways, elevators and bathrooms
   • Office spaces used by more than one person
   • Laboratories and support areas used by others
 	
Note: Where existing medical issues preclude an employee from wearing a face covering, they should be referred to Human Resources to request a reasonable accommodation under the Americans with Disability Act (ADA). Student concerns should be referred to Student Affairs.	

Health & Safety	
The health and safety of everyone on campus is paramount throughout this 'Phase-In' process and should be regarded by all as the highest priority.	
Check items below to confirm that you have assessed the need for specific safety protocols, training and personal protective equipment for your operations. List any additional measures or comments in the Notes section.	
Core Preparedness Responsibilities	Notes
☐ Establish safety protocols specific to your department in consideration of these guidelines. ☐ Provide employees with training and information so that all job tasks can be safely performed as required by the procedures and protocols identified herein. ☐ Assess the need for personal protective equipment for faculty, staff and, in the case of laboratories working with hazardous materials, **students** (who may be required to wear a disposable face covering or face shield over their cloth/reusable face covering while working with hazardous materials). Make every effort to procure it well in advance of returning to campus.	
Note: Contact Environmental Health & Safety at (934) 420-2105 or email at carterj@farmingdale.edu if assistance is needed in the completion of this form.	

Approvals

I affirm that, to the best of my knowledge, the measures and practices outlined in this Return to Work Plan are consistent with the requirements and guidance established by the College. I understand that resumption of activities is contingent on maintaining practices consistent with public health protocols on which I and my department are advised, including any revisions necessitated by changes in public health conditions. I further acknowledge that it is my responsibility to oversee compliance, to the best of my ability, with these plans by personnel under my supervision.

The above attestation is applicable to all those who sign in the 'Departmental Approvals' section below.

Departmental Approvals (Please complete in the order listed; once signed, forward to the next person):

Title	First Name	Last Name	Signature	Date
1. **Preparer (of this form)** **Title: _____**				
2. **Supervisor/Manager**				
3. **Department Chair**				
4. **Dean**				

Administrative Approvals:

Title	First Name	Last Name	Signature	Date
5. **Environmental Health & Safety Officer**	Jeffrey	Carter		
6. **Vice President**				

If any party(ies) disapprove of this submission, or require additional information before signing, please explain, and date, in the space provided below (add additional pages as necessary):

The final approved and fully executed COVID-19 Return-to-Work Plan shall be provided to and maintained by the Environmental Health & Safety (EH&S) Officer. Submit/send final plans to carterj@farmingdale.edu. Plans are not considered approved until the EH&S Officer confirms receipt and emails or otherwise sends all signatories of this submission a fully executed document.