



SUMMER 2020

Safe at Work

The Saint Joseph's College 2020 COVID-19 Infectious Disease Preparedness & Response Plan





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Introduction

Preparing to work through the COVID-19 pandemic requires thoughtful planning that goes above and beyond the norm. During these difficult times, there are many additional components specific to providing a safe work environment for faculty, staff, and student employees. Making sure that every employee of Saint Joseph's College is aware of these components is our first priority. This 2020 COVID-19 and Infectious Disease Preparedness & Response Plan ("the Plan") is designed to serve as a resource and offer employees the tools needed to become informed in safety measures, new work methods, and how to protect each other from this infectious disease.

The Plan aligns with The Occupational Safety & Health Administration of 1970 (OSHA, Infectious Disease Control), Center for Disease Control (CDC) guidelines, federal/state/local mandates, and higher education industry practices.

While multiple protocols are implemented to ensure your safety, it's up to you and your colleagues to be aware of, and follow, these protocols daily. By releasing this Plan, Saint Joseph's College hopes to clearly communicate initiatives moving forward, highlight workplace protocols in place to protect your safety and establish a level of comfort for all of our employees as we ask you to return to campus.



You will notice the Plan is comprehensive and addresses multiple topics. Please read each topic carefully. To learn additional information regarding a topic, click the link embedded if applicable. If you have questions, please ask your manager.

We are a close-knit community - one that has always looked out for each other. This quality has never been more important than this academic year. Your actions and behaviors have a direct impact on keeping the SJC community at a minimal risk of COVID-19. Thank you for doing your part to keep each other, and the students, safe and well to limit the risk of exposure and spread of the coronavirus.

Finally, the science of infectious disease is never settled, especially during a pandemic outbreak like COVID-19. The data and responses in the Plan may change, sometimes quickly. If and when this happens, we will update the Plan with the latest information and recommendations.

Policy & Exposure Risk

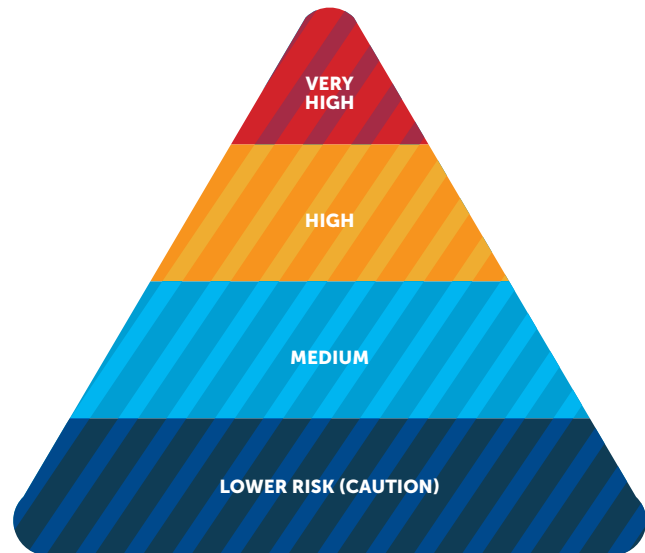
COVID-19 INFECTIOUS DISEASE CONTROL POLICY

The purpose of this policy is to ensure the health and safety of our employees, students, visitors, and vendors.

Coronavirus disease 2019 (COVID-19) is a respiratory illness and considered to be contagious. Symptoms for this disease may include the following: fever, cough, shortness of breath and/or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea.

The Centers for Disease Control and Prevention (CDC) provides a comprehensive website which includes new and current symptoms, protocols, and safety measures to reduce the risk of infection.

To review the entire SJC COVID-19 Infectious Disease Control Policy, [click here](#).



**OCCUPATIONAL RISK
PYRAMID FOR COVID-19**

ANALYSIS OF EXPOSURE RISK

The process of returning to work required an analysis of the various positions across the campus to determine their potential exposure to the risk of infectious disease, and a determination of what the appropriate Personal Protective Equipment (PPE) and workplace controls are to minimize the risk.

OSHA has identified four risk exposure levels to represent the probability of distribution of risk and risk levels for work locations: very high, high, medium, and lower risk.

For a complete list of departments and job titles within the Occupational Risk Pyramid, [click here](#).

Workplace Controls

WORKPLACE CONTROLS

A “hierarchy of controls” is a structure that helps an institution select different measures that control workplace hazards and risks. In the case of COVID-19, combining control measures and COVID-19 best practices gives us a rigorous approach to reduce the risk of infection to students and employees at the College.

Humans are social beings, and we are not accustomed to barriers that limit social interaction. While it can feel like workplace controls cause isolation or added rigor, they are a means to help protect everyone at Saint Joseph’s College and minimize the spread of COVID-19. And, we think that once you get used to a new way of conducting College business, you will discover there is safety in numbers. As more individuals start practicing safe behaviors, the less risk there will be.

When you return to work, you will notice physical differences throughout the campus, specifically within buildings. Below are examples of changes that have been made to support social distancing, manage the “foot traffic” patterns on campus, and reduce the number of “touch” transactions:

- Workstation modifications may be necessary to establish barriers and a minimum of 6 feet of distance between stations and face to face desk positions
- Floor markers to identify where individuals may stand in line
- The removal of tables and chairs to minimize the number of individuals in a specific area
- Directional arrows indicating which way to enter, walk through, and exit a building
- Plexiglass protective barriers in student and customer facing locations
- Converting paper forms to online forms to minimize physical touch (and be green)
- Increased ventilation and negative pressure entryways to promote air circulation where system design allows

The ways that College employees perform their work on a daily basis will likely change as well. It’s up to each of us to consider how we conduct our work now, and then identify potential opportunities to perform the work differently to keep individuals safe (while maintaining quality and productivity). Below are just a few examples of how we are already performing work differently:

- Minimizing contact among employees, clients, and customers by replacing face-to-face meetings with virtual communications and continuing with telecommute work arrangements if feasible
- Establishing alternating days or extra shifts to reduce the total number of employees in a facility at a given time, allowing them to maintain distance from one another while maintaining business continuity
- For student and employee service areas that experience regular, drop-in “foot

SAINT JOE'S IS PROUD TO BE A
COMMUNITY-FIRST CAMPUS

It takes all of us to keep our facilities clean and safe to stop the spread of the virus. For more info visit sjcme.edu/prepared.



STAY HOME

If you feel sick.



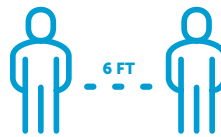
WEAR YOUR MASK PROPERLY

When distancing cannot be maintained.



WASH YOUR HANDS REGULARLY

At least 20 seconds.



MAINTAIN 6 FEET OF DISTANCE

At the very minimum!



CLEAN & DISINFECT

Frequently touched objects and surfaces.



LIMIT GATHERINGS

Group activities increase risk of spreading virus.

PREPARED WITH PURPOSE

Informational poster for the 2020-2021 academic year

Continued from page 5

traffic,” requiring scheduled appointments to minimize the number of people in the workspace to support social distancing efforts

Social distancing, in conjunction with face coverings and regular hand washing, has proven to be an effective way to minimize exposure to COVID-19. Employees should follow social distancing best practices while at Saint Joseph’s College’s facilities, including but not limited to workstations, food services, common areas and office spaces. Specifically, employees are asked to:

- Maintain a 6 foot distance from others when working or on breaks
- Face coverings are required to wear inside buildings on campus and outside when social distancing cannot be maintained
- Avoid job tasks that require face-to-face work with others when possible
- Avoid physical contact with others whenever possible (e.g., handshakes)
- When possible, avoid touching high touch surfaces that may have been touched by others
- Distance yourself from anyone who appears to be sick

The CDC has recommended best practices that apply to everyone on campus. These simple changes in behavior can have a huge impact in fostering a safe work environment.

- Encouraging symptomatic and sick employees to stay at home

- Providing resources and a work environment that promotes personal hygiene. For example, provide tissues, no-touch trash cans, hand soap, alcohol-based hand rubs containing at least 60 percent alcohol, disinfectants, and disposable towels for employees to clean their work surfaces.
- Wearing a cloth face covering will protect the people around you. To learn more, [click this link](#).
- Requiring regular hand washing or using of alcohol-based hand rubs. Employees should always wash hands when they are visibly soiled and after removing any PPE.
- Posters on campus that remind individuals of specific safety habits such as handwashing signs in restrooms and maintaining social distancing
- Clean high touch surfaces in your workspace such as printers and doorknobs

PPE is an additional factor in maintaining a safe work environment. The job an employee performs determines the appropriate PPE. Examples of PPE include face coverings, gloves, goggles, and gowns. To learn more about PPE, please click the COVID-19 Personal Protective Equipment & Face Covering Policy [here](#). For a list of positions and required PPE, you may refer to the Occupational Risk Pyramid Position Analysis on page 3.

To learn more about the workplace control measures (as defined by OSHA), [click here](#) and scroll to page 12.

Returning to Work

RETURNING TO WORK ON CAMPUS

COVID-19 has spurred employers to reconsider the way they conduct business. From physical work spaces to employee work schedules, changes in the way employees perform their work are everywhere and will be with us for a while.

As we consider how Saint Joseph's College operates, we know that work can be performed differently and still allow us to maintain a high level of quality, customer service and productivity. It is conceivable that employees who transitioned to a telecommute work arrangement during the onset of COVID-19 may still be able to work in that environment to some capacity.

Other examples of new work arrangements include establishing a maximum number of individuals within an office space at one time, supporting alternative shifts, relocating office space to less populated areas on campus, and/or participating in meetings electronically rather than in person. Department managers are actively engaged in considering the best options for their employees with consideration to factors such as the physical workspace and the responsibilities of positions within the department.



Aligning with CDC guidance, employees who may need a work accommodation as a result of COVID-19 may request their need by contacting the Human Resources Department. Similar to the existing accommodation request process, the request will include an interactive dialogue with the employee, manager, and a member of the Human Resources Department. Medical certification may be necessary to support the accommodation request.

Sick Employees

IDENTIFICATION AND ISOLATION OF SICK EMPLOYEES

Employees of the College who are feeling sick and/or who exhibit COVID-19 symptoms must stay at home, without exception. For a list of current symptoms as identified by the CDC, [click here](#) and follow the steps outlined below.

- At the onset of COVID-19 symptoms or illness, an employee should inform their manager immediately and contact the Human Resources Department
- The Human Resources Department will need the following information: the specific symptoms and the date the symptoms began, and the confirmation of the health of any household members, i.e. spouse, child, etc.
- It will be important to know if anyone in the household has COVID-19 symptoms and/or received a confirmed test result
- The employee is encouraged to contact their physician to seek medical attention
- Contact the Human Resources Department with the physician's recommendation

Should an employee test positive for COVID-19, the Human Resources Department will continue to work directly with the employee throughout their time away from work. Positive COVID-19 cases vary greatly, from asymptomatic to mild to very serious. As a result, guidance from the employee's physician and the current CDC

KNOW THE SYMPTOMS OF COVID-19

- ⊕ **COUGH**
 - ⊕ **FEVER**
 - ⊕ **CHILLS**
 - ⊕ **MUSCLE PAIN**
 - ⊕ **SHORTNESS OF BREATH OR DIFFICULTY BREATHING**
 - ⊕ **SORE THROAT**
 - ⊕ **NEW LOSS OF TASTE OR SMELL**
- Seek medical care immediately if someone has emergency warning signs of Covid-19:**
- ⊕ **TROUBLE BREATHING**
 - ⊕ **PERSISTENT PAIN OR PRESSURE IN THE CHEST**
 - ⊕ **NEW CONFUSION**
 - ⊕ **INABILITY TO WAKE OR STAY AWAKE**
 - ⊕ **BLUISH LIPS OR FACE**

Symptoms can range from mild to severe, and appear 2 to 14 days after you are exposed to the virus that causes Covid-19

website will be the mainstay for determining when an employee may return to work.

The CDC provides guidance specifically for Institutions of Higher Education (IHE). For confirmed, positive COVID-19 cases, and in accordance with federal, state, and local laws and regulations:

- Saint Joseph's College will notify local health officials and the College community of such cases, while maintaining confidentiality in accordance with the Americans with Disability Act (ADA), FERPA, and/or other applicable laws and regulations.
- Inform those who have had close contact with a person diagnosed with COVID-19 to stay home or in their living quarters, self-monitor for symptoms, and follow Saint Joseph's College protocols and CDC guidance.

Benefits & Diagnosis

EMPLOYEE BENEFITS RELATED TO COVID-19

In order to support employees impacted by COVID-19 (either themselves or a family/ household member), Federal benefits were created to address leaves of absence and compensation. At the time of this writing, the effective date for these benefits is April 1, 2020 through December 31, 2020.

- The Expanded Family Medical Leave Act: This leave allows eligible employees to access a leave of absence if employed with the College for 30 days if childcare no longer exists due to COVID-19. This leave also provides a portion of pay after a ten day wait period.
- The Emergency Paid Sick Leave: Under this leave, employees may be eligible to receive a paid sick leave to take care of themselves or another person impacted by COVID-19.

To learn more about these benefits, please refer to the Employee Handbook or contact the Human Resources Department.



RETURNING TO WORK AFTER A COVID-19 DIAGNOSIS

Saint Joseph's College has adopted the CDC's guidance for managing individuals with COVID-19 or without (should a household member become ill). The return to work process, as determined by the CDC, is on their website. To learn more about the current CDC guidance, [click here](#).

The Human Resources Department will work closely with the employee and their manager to confirm a safe return to work, whether that be on site or through a telecommute work arrangement.

Travel

TRAVEL CONSIDERATIONS

Travel for College business should be carefully considered with regard to its purpose and the travel location. Due to parts of the United States, and the world, experiencing different levels of COVID-19 activity at any given time, it is strongly recommended that you visit the CDC's travel information available [here](#) before any travel is scheduled and purchased. Please work directly with your manager with regard to travel arrangements. Do not make any travel arrangements before you speak with them.

While traveling for vacation, even a weekend, provides a way to recharge and have fun, we must all be diligent as to how this time away, and potential travel restrictions, may impact the workplace. With regard to states like Maine that have imposed travel restrictions - i.e., a mandated 14 day quarantine or negative PCR test within 72 hours of returning - employees and their manager must consider the impact of this travel to the department and service(s) it provides to the students and others.

Considerations include whether the employee is able to telecommute (with an already approved telecommute agreement), the ability for the department to maintain adequate staffing levels, and if other employees are already scheduled to be out of the office. Other considerations (at this time) include whether or not an employee is



considered "essential" (if you need confirmation, ask your manager).

In addition, if a state mandate is in effect at the time of travel, an employee may need to plan for a quarantine and use earned time. If the earned time for the year is exhausted, the employee must use unpaid leave of absence.

Saint Joseph's College is considered an essential business. As a result, there are no restrictions for employees commuting from out of state to work on campus.

Visitors & Training

VISITORS IN THE WORKPLACE

Radical hospitality is a tradition synonymous with the Sisters of Mercy and its Foundress, Catherine McAuley. And while the COVID-19 pandemic certainly changes how institutions operate, we can still achieve a high level of customer service with a thoughtful and planned approach.

Visitors and guests will be expected to support the College's protocols in place, many of which are the workplace controls noted earlier in this Plan. Vendors, who visit the campus more frequently, will receive guidelines and expectations for arriving on campus from their SJC contact. Face coverings will be required and social distancing and positive hygiene practices will be expected of all visitors to minimize the risk and spread of this disease.

As changes are made to protocols, Saint Joseph's College will communicate with the greater College community at large with regard to visiting campus to ensure that visitors, as well as students, faculty, and staff remain safe and well.

TRAINING

The roles and responsibilities of Saint Joseph's College employees cover a wide range of duties. The onset of COVID-19, and the likelihood that employees will need to perform their roles in a different manner, means that training employees on new ways to complete this work safely is an



important exercise. Your manager will update you about any new procedures and protocols, and/or changes to existing procedures, so you are well informed and able to perform your work with clarity and confidence.

Saint Joseph's College, in partnership with MEMIC, will provide training for employees through an online learning management system named Safety Academy. SJC faculty, staff and student employees are required to complete the COVID-19 workplace training to learn about the disease, safety practices, and how to minimize the spread to keep others safe.

The COVID-19 training includes (but is not limited to) the following information: what is COVID-19; how is the virus spread; COVID-19 symptoms and what to do if you are experiencing symptoms; how to reduce the risk of spreading the disease to others, and various PPE and how to properly wear PPE.

Acknowledgement

EMPLOYEE ACKNOWLEDGEMENT

Saint Joseph's College is committed to providing a safe work environment for its employees. The purpose of the Plan is to provide information and guidance, and serve as a resource for faculty, staff, and student employees. Everyone has a responsibility for safety in the workplace as part of the College core values of Community and Respect. By having a greater awareness of COVID-19 and performing our job duties and responsibilities in a safe manner, faculty, staff and student employees are directly contributing to providing a safe College campus.

The acknowledgement of this Plan is part of the COVID-19 Infectious Disease training process. When an employee completes the COVID-19 online training and training quiz, this will indicate acknowledgement of the SJC 2020 COVID-19 Infectious Disease Preparedness & Response Plan. All faculty, staff, and students employees are required to read the Plan and complete the training and quiz to support and contribute to a safe workplace at Saint Joseph's College.

Thank you for helping us keep our community healthy.





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Human Resources

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