



RETURN TO CAMPUS SAFETY GUIDELINES: RESPONSE TO COVID-19
PRESBYTERIAN COLLEGE
VERSION 1.3
JULY 9, 2020

Workplace Expectations & Guidelines:

Employees of Presbyterian College (“PC”) are expected to comply fully with the policies, protocols, and guidelines outlined in this document. Failure to do so will result in corrective action consistent with the *Faculty Handbook* or *Non-Faculty Handbook* as appropriate.

Phased Return to Work:

PC will in the return of employees promote appropriate social distancing and compliance with other COVID-19 related guidelines. PC will continue to assess staffing based on mission-critical operations, the ability to control and manage specific work environments, and the need to access on-site resources. All employees currently working from home should expect to return to work no later than Monday, July 27, 2020, though many employees will need to return to campus sooner than that date. Employees should follow the policies and protocols detailed in this guide as they do so.

As staffing on-site increases, members of the PC leadership team will closely monitor and assess the potential spread of the virus. If localized outbreaks emerge, tighter restrictions and reduced staffing may be implemented again.

Workplace Adjustments:

In an effort to maintain the health and safety of the entire PC community, PC is providing certain workplace adjustments, including but not limited to the following:

- Providing and requiring the use of masks or cloth face coverings;
- Encouraging the use of hand sanitizer throughout campus;
- Implementing physical distancing policies as outlined below (such as staggering work shifts, limiting breakroom capacity, etc.); and
- Constructing and/or providing physical barriers or plastic shields where appropriate.

According to the CDC, individuals with certain conditions may have a higher risk of severe illness from COVID-19. Those conditions include:

- Older adults (aged 65 years and older)
- Asthma (moderate-to-severe)

- Chronic lung disease
- Diabetes
- Serious heart conditions
- Chronic kidney disease being treated with dialysis
- Severe obesity
- Being immunocompromised
- Liver disease

Although PC is pre-emptively providing workplace adjustments in an effort to help maintain a safe working environment for all PC employees, PC recognizes that other adjustments may be appropriate or necessary. If an employee's underlying medical condition qualifies as a disability under the ADA, PC will consider and provide reasonable accommodations that enable the employee to perform the essential functions of his/her job provided those accommodations do not otherwise present an undue hardship to PC. Employees with ADA disabilities making them more susceptible to severe infection are asked to comply with PC's COVID-19 related reasonable accommodation process and fill out the necessary forms. Forms will be distributed by electronic mail to all employees no later than Thursday, July 9, 2020, and they may be found at <https://www.presby.edu/about/offices-services/human-resources/return-to-campus-safety-guidelines/>.

Employees should submit the completed forms to the Vice President for Human Resources and Title IX, no later than Friday, July 24, to give PC sufficient time to consider employee accommodation requests and prepare for the 2020 fall semester. If the need for COVID-related accommodation under the ADA arises after July 24, employees must contact the Vice President for Human Resources and Title IX as soon as practicable.

In addition to its legal obligation to consider reasonable accommodations for qualified employees with recognized disabilities under the ADA, PC will, in its sole discretion, consider providing reasonable workplace adjustments to the extent feasible and appropriate to additional employees: (i) who are aged 65 years and older; (ii) who suffer from severe obesity (to the extent the employee's health condition does not otherwise rise to the level of a disability under the ADA, in which case that employee should request accommodation pursuant to the process outlined in the paragraph above); (iii) who are pregnant; or (iv) who are the primary caregiver for someone in a CDC COVID-19 high-risk category.

Employees in one or more of the foregoing situations may make a request from the Vice President for Human Resources and Title IX AND the leadership team member responsible for his/her area for a temporary COVID-19 workplace adjustment. Employees requesting adjustment because they fall into one of the aforementioned situations must do so on or before Friday, July 24. Any employee who comes within one of those categories only after July 24 must request accommodation as soon as practicable.

In compliance with the Families First Coronavirus Response Act ("FFCRA"), eligible employees (those who have been employed with PC for at least 30 days) will have up to 12 weeks of leave to use through December 31, 2020, unless the FFCRA is otherwise extended, if they are unable to work or telework because they are caring for a son or daughter under 18 years of age whose

primary or secondary school or place of care has been closed, or their regular child care provider is unavailable, due to COVID-19 precautions. Please note this time is included in and not in addition to the total FMLA leave entitlement of 12 weeks in a 12-month period. For example, if you have already taken 6 weeks of FMLA leave, you would only be eligible for another 6 weeks of expanded Family and Medical leave.

Employees requesting such extended FMLA leave will be asked to attest that no other suitable person is available to care for their child during the requested period of leave. Employees will also be asked to provide supporting information and/or documentation regarding the child to be cared for; the school, place of care, or regular childcare provider that is unavailable; and, for any child older than 14, a statement detailing the special circumstances that exist requiring the employee to provide care during daylight hours.

Policies for Physical Distancing:

Keeping space between you and others is one of the best tools we have to avoid exposure to the COVID-19 virus and slowing its spread. Since people can spread the virus before they know they are sick, it is important to maintain distance from others when possible, even if you have no symptoms. Physical distancing is important for everyone, especially to help protect people who are at higher risk of getting very sick.

Employees working on campus are required to follow these physical distancing practices:

- Stay at least 6 feet from other people at all times
- Do not gather in groups of 10 or more
- Stay out of crowded places and avoid mass gatherings

If you work in an open environment, be sure to maintain at least 6 feet distance from coworkers. If possible, have at least one workspace separating you from another coworker. *You should wear a face mask or face covering at all times while in a shared workspace/room.*

If you work in an office, no additional persons may enter that office unless the required 6 feet of distancing can be consistently maintained. **If more than one person is in an office, whether an employee, student, or guest of PC, masks/face coverings should be worn by all persons at all times.** A mask or face covering is not required if you are working alone in a confined office space; partitioned work areas in a large open environment are not considered offices.

Masks/face coverings should be worn by any employee in a reception/receiving area. **Masks/face coverings should be used by all employees when inside any PC facility where others are present, including walking in narrow hallways where others travel and in break rooms, conference rooms, and other meeting locations.**

Departments should assess open work environments and meeting rooms to institute measures to physically separate and increase the distance between employees, other coworkers, students, and guests, such as:

- Place visual cues such as floor decals, colored tape, or signs to indicate to customers where they should stand while waiting in line.
- Place one-way directional signage for large open workspaces with multiple through-ways to increase the distance between employees moving through the space.
- Consider designating specific stairways for up or down traffic if building space allows.

Building Access:

At this time, all campus buildings will remain locked. Please use your building/office key or your PC ID card to gain entry or call PC Campus Police at 864-833-8301 if you need assistance. After normal business hours, contact PC Campus Police at 864-833-8911. *Do not hold or prop open exterior doors for any other person. Do not lend or give your key or card to any other person.*

Visitors, guests, and children are not allowed in campus buildings through Wednesday, August 5, with the exception of Admissions visitors, visitors to the PCSP Wellness Center and Pharmacy, routine vendors who go through PC Campus Police, and special guests authorized by a member of the PC leadership team.

Members of the PC leadership team will specify entrance/exit points and coordinate arrival and departure times of employees to reduce congestion during typical "rush hours" of the business day. Employee arrivals and departures should be arranged to reduce personal interactions at entryways, hallways, stairs/elevators, etc., and employees should maintain physical distancing when entering and exiting buildings.

Use of restrooms should be limited based on size to ensure at least 6 feet distance between individuals. Wash your hands thoroughly afterward to reduce the potential transmission of the virus.

Use of elevators should be limited where possible to avoid close proximity with others in a confined space. *Those using elevators are required to wear a face mask or face covering regardless of traveling alone or with others. You should also avoid touching the elevator buttons with your exposed hand/fingers, if possible.* Wash your hands or use alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol as the preferred form of hand hygiene upon departing the elevator.

Violation of these guidelines may result in the immediate revocation of building access privileges, as well as corrective action.

Policies for Symptom Monitoring:

Before reporting to work every day, each employee must monitor his or her symptoms; this includes checking your temperature. You must be free of any symptoms potentially related to COVID-19, or have had evaluation and clearance by a physician, to be eligible to report to work.

At this time, these symptoms include one or more of the following:

- Cough
- Shortness of breath or difficulty breathing
- Fever (100.4 °F or above, determined without the use of fever reducing medications)
- Chills
- Repeated shaking with chills
- Runny nose or new sinus congestion
- Muscle pain
- Headache, though not one caused by a chronic condition such as a migraine
- Sore throat
- Fatigue
- New GI symptoms
- New loss of taste or smell

If you start exhibiting any symptoms and you are already at work, you should put on a mask immediately (if you are not already wearing one), notify your supervisor via email or phone, and go home immediately. If you cannot go immediately, please contact your supervisor for instructions on where to be on campus until you can go home. If you experience symptoms before arriving at work, stay home and call and inform your supervisor. Please seek medical attention in both situations.

Employees will be asked to provide necessary information to enable PC to trace and notify proper parties of potential exposure.

Policies for Self-Isolation:

In addition to symptom monitoring, employees need to recognize the ongoing nature of the COVID-19 threat and engage in self-isolation for a period of fourteen days if ANY of the following circumstances apply to them:

- The employee demonstrates persistent symptoms of possible COVID-19 infection or is known to be positive for COVID-19.
- The employee has had close contact with someone known to be diagnosed with COVID-19. (Close contact is defined as being within about six feet of a person diagnosed with COVID-19 for ten minutes or more.) Close contact may occur while caring for, living with, visiting, or sharing a health care waiting area or room with someone who has COVID-19. Close contact also means having direct contact with secretions (typically coughs or sneezes) from a person with COVID-19 regardless of the amount of time spent with the person.
- The employee is returning to the U.S.A. after traveling in another country.
- The employee is returning from a trip on a cruise ship (ocean or river).

If you are asked to self-isolate or believe that you may have been directly exposed to COVID-19, you should stay home. Do not go to work, classes, athletic events, or other social gatherings until you are told it is safe to return to normal activities by your medical provider. During this time, limit contact with others as much as possible. It is recommended that you also limit contact with

persons living in your residence. Stay 6 feet away from other individuals to the extent possible. Monitor yourself for signs of possible infection, including fever (100.4 degrees F or 38.0 degrees C or higher, measured twice a day), cough, or difficulty breathing. If you get a fever, develop a cough, or have difficulty breathing during this 14-day period, avoid contact with others and seek medical attention.

Employees who develop any symptoms of COVID-19 during self-isolation should contact their health care provider (including telemedicine) or if needed, their local emergency room.

Employees who have been in contact with someone who is self-isolating but not known to be infected with COVID-19 are not required to self-isolate but are encouraged to take precautions, closely monitor their health, and telework if possible.

Policies for Returning to Work After COVID

Employees who have tested positive for COVID-19 may return to work once they have satisfied CDC return-to-work guidelines, which are currently as follows:

- Employees with COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:
 - Symptom based strategy
 - At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and
 - at least 3 days have passed since improvement in respiratory symptoms (e.g., cough, shortness of breath); and,
 - At least 10 days have passed since symptoms first appeared.
 - Test based strategy
 - Resolution of fever without the use of fever-reducing medications and
 - Improvement in respiratory symptoms (e.g., cough, shortness of breath), and
 - Negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens collected ≥ 24 hours apart (total of two negative specimens)
- Employees who tested positive for COVID-19 but exhibited no symptoms may discontinue isolation under the following conditions:
 - Time based strategy
 - At least 10 days have passed since the date of their first positive COVID-19 diagnostic test assuming they have not subsequently developed symptoms since their positive test.
 - If they develop symptoms, then the symptom-based or test-based strategy should be used. Note, because symptoms cannot be used to gauge where these individuals are in the course of their illness, it is possible that the duration of viral shedding could be longer or shorter than 10 days after their first positive test.
 - Test based strategy

- Negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens collected ≥ 24 hours apart (total of two negative specimens)

Employees who test positive for COVID-19 must keep the Vice President for Human Resources and Title IX informed of his/her anticipated return to work date and receive prior written approval from the Vice President for Human Resources and Title IX before returning to work.

Guidance for Properly Wearing Masks or Face Coverings:

A face covering or mask is defined as the following:

- Cloth face covering
- Cotton mask meeting CDC guidance
- 3-ply/other forms of disposable face mask
- Surgical mask
- N95 respirator mask
- R/P95, N/R/P99 or N/R/P100 (National Institute for Occupational Health (NIOSH) approved filtering mask
- Neck gaiter or bandana meeting CDC guidance
- Face shield

Disposable masks may only be worn for one day and then must be placed in the trash. Guidelines for proper use on how to wear, clean, and dispose of cloth coverings/masks are available at <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>.

Due to the current short supply of disposable surgical/cotton masks, PC encourages all employees who require a simple cloth face-covering to follow CDC guidance on creating your own cloth face-covering. Cloth face coverings must only be worn for one day at a time, and must be properly laundered before use again. Having a week supply of cloth face-coverings can help reduce the need for daily laundering.

Employees should follow the guidelines identified above related to face coverings or masks while in any PC-owned or rented facility or vehicle at all times except in the following conditions:

- Employees whose health or safety is put at greater risk by wearing a mask or cloth face-covering and such condition is documented by a physician and no other reasonable accommodation is available. Employees must contact the member of the leadership team in their area AND the Vice President for Human Resources and Title IX to provide documentation and to determine a reasonable accommodation.
- Employees who work alone in an enclosed space (e.g., their own office) are permitted to remove their mask if they are seated at least six feet from the doorway. However, they must wear their mask or face covering when in shared office space(s) or common areas.
- Employees who are eating or drinking may remove their face covering as long as they are at least six feet away from others. If possible, employees should clean/disinfect their hands before donning their face-covering/mask again.

- Types and intended use of face coverings and masks are found at the end of this document.

Personal Safety and Hygiene Practices:

In addition to the policies listed above connected to physical distancing, symptom monitoring, and the use of face-coverings and masks, PC recommends those employees returning to work to pursue additional personal safety practices that address the COVID-19 outbreak.

- You should frequently clean hands with soap and water or an alcohol-based hand sanitizer with at least 60% alcohol.
- You should avoid touching your eyes, nose, and mouth.
- You should cover your mouth and nose when you cough or sneeze, be sure not to cough or sneeze in the direction of other persons, and clean/disinfect any surface that you cough or sneeze on.
- You should routinely disinfect high-touch points, facilities, work areas, personal electronics, and shared equipment and spaces.
- You should consult <https://www.osha.gov/SLTC/covid-19/controlprevention.html> for further health and safety guidance.

Wash your 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, sneezing, or touching your face. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose, and mouth, and wash your hands after touching your face.

If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Then 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 alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol as the preferred form of hand hygiene in healthcare settings.

If you are using public transportation, wear a mask before entering the transport and avoid touching surfaces with your hands. Upon disembarking, wash your hands or use alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol as the preferred form of hand hygiene in healthcare settings as soon as possible and before removing your mask.

Meals on Campus:

Before and after eating, you should wash your hands thoroughly to reduce the potential transmission of the virus.

If you are eating in your work environment (break room, office, etc.), support physical distancing by maintaining 6 feet distance between you and others. Only remove your mask or face covering to eat, then put it back on. Where possible, please wipe all surfaces, including tables, chair backs, refrigerator handles, coffee machines, etc. after using in common areas.

When campus dining resumes in August, you must wear your mask or face covering until you are ready to eat and then replace it afterward. Greenville Dining Hall & Springs Food Court are promoting physical distancing, Grab & Go options, and To-Go meals. Guidelines provided by CDC/FDA/SCDHEC are implemented.

Greenville Dining Hall:

- Change your meal times and visit GDH during off-peak times.
- Limit amount of time in GDH.
- Table usage is staggered for physical distancing.
 - Refer to table top signage for availability
 - There is a limit of 8 guests per table
 - Alternate spacing to allow individuals to not sit directly across from one another
- Follow the visual cues for service.
- Go cashless.
 - Purchase a voluntary meal plan or add cash to your PC ID
 - <https://pcdining.campusdish.com/MealPlans>
 - Use a debit / credit card
- A reusable to-go container program is available.
 - Sign up with PC Dining Services
 - Bottled & canned beverages provided with to-go meal
 - No personal tumblers or containers are permitted from outside the dining hall

Springs Food Court:

- Change your meal times and visit Springs Food Court during off peak times allowing students to dine as their schedules permit
- Follow the visual cues for service
- Meals from Moe's Southwest Grill and Boar's Head Deli are packaged to go.
 - Beverage cups & lids available at registers
- Utilize the enhancements:
 - Outdoor patio dining
 - Boar's Head Deli Express Lane for premade sandwiches
 - Grab & Go options from POD

Meetings on Campus:

Convening in groups increases the risk of viral transmission. Where feasible, meetings and other communications should be held in whole or part using the extensive range of available collaboration tools (e.g. Zoom, Google Meet, GoToMeeting, Microsoft Teams, telephone, etc.).

In-person meetings, including classes, are subject to the restrictions of local, state and federal orders. Attendance must be limited to 50 percent of a room's capacity, or the maximum attendance that allows attendees to maintain 6 feet of separation, whichever is less. Departments should remove or rearrange chairs and tables or add visual cue marks in meeting rooms to support social distancing practices between attendees. All attendees should wear a mask or face covering while sharing space in a common room.

No Retaliation:

No adverse or retaliatory action will be taken against any employee who raises workplace safety and health concerns.

Types and Intended Use of Face Coverings/Masks:



Cloth Face-Covering

Home-made or commercially manufactured face coverings that are washable and help contain wearer's respiratory emissions

Intended use: Recommended for use in areas where six feet social distancing cannot be consistently maintained and required in designated areas. Must be washed or replaced daily. Not required when working alone in an enclosed office.



Disposable Mask

Commercially manufactured masks that help contain wearer's respiratory emissions

Intended use: Recommended for use in areas where six feet social distancing cannot be consistently maintained and required in designated areas. Must be washed or replaced daily. Not required when working alone in an enclosed office.



Medical-Grade Surgical Mask

FDA-approved masks to protect the wearer from large droplets and splashes; helps contain wearer's respiratory emissions

Intended use: These masks are reserved for healthcare workers and other approved areas with task-specific hazards determined by OESO.



N95 Respirator

Provide effective respiratory protection from airborne particles and aerosols; helps contain wearer's respiratory emissions

Intended use: These masks are reserved for healthcare workers and other approved areas with task-specific hazards determined by OESO.