

<b>Policy:</b> Interim COVID-19 Policy	<b>Policy Number:</b> I-6.17
<b>Policy Owner(s):</b> Human Resources	<b>Original Date:</b> May 13, 2020
<b>Last Revised Date:</b>	<b>Approved Date:</b> May 13, 2020

- I. **POLICY:** John Carroll University (“the University”) is committed to the health and safety of all members of its community, consistent with its mission of caring and respecting each person. The University also is committed to complying with all public health orders and guidance, and seeks to adopt best practices for the prevention and response to COVID-19. In light of the COVID-19 pandemic, the University adopts this interim policy to set out requirements and procedures to comply with federal, state and local public health directives and to establish best practices to help protect the health and safety of its community members.

All employees are obligated to comply with all requirements and procedures outlined in this policy and with other health and safety directives or notices issued by the University related to the COVID-19 pandemic. Employees who do not comply with this policy and procedures will be subject to warnings and/or appropriate corrective action for continuing violations.

As our knowledge of COVID-19 evolves and new directives and guidance are issued, this policy will be updated periodically based on new directives or guidance from public health officials and/or health and safety best practices adopted by the University. The University will provide electronic notice to employees with updates to this policy; the updated policy will become effective upon the issuance to employees of the electronic notice.

- II. **PURPOSE:** To outline health and safety requirements and procedures for employees, contractors, and visitors related to the COVID-19 pandemic
- III. **SCOPE:** All employees, contractors, and visitors to John Carroll University’s Campus

IV. **DEFINITIONS:**

**Cloth Face Covering:** A face covering or mask made of cloth that covers the employee’s nose and mouth. (See CDC guidance: [cloth face covering](#)).

V. **PROCEDURES:**

- A. All employees, contractors and visitors are expected to comply with this policy and all requirements of the University related to health and safety procedures to prevent the spread of COVID-19 and respond to cases of COVID-19 on campus. The University and all employees are obligated to comply with all orders and directives of federal, state and local health authorities related to COVID-19.
- B. Each employee should obtain direction from their supervisor or department chair as to whether, in light of department operations and social distancing requirements, it is possible and feasible for them to work from home or whether they are expected to work on campus. Supervisors will allow individuals to work from home when it is possible for the employee to do so effectively and continue department operations.
- C. Supervisors should consider establishing rotating or staggered shifts among employees approved to work on campus. Supervisors may ask employees to stagger their arrival and departure times.
- D. Contractors must comply with this policy and its requirements related to social distancing, daily symptom assessment, face coverings, hygiene measures, meetings and gatherings, and reporting cases, except to the extent these provisions are applicable only to employees. In addition, all contractors and vendors of the University must follow the requirements of the *“Protocol for Contractors, Vendors and Consultants on Campus During the COVID-19 Pandemic Situation.”*
- E. Visitors to the University campus must follow the provisions of this policy related to social distancing, daily symptom assessment, hygiene measures, and meetings and gatherings, except to the extent these provisions are applicable only to employees. All visitors are expected to wear face coverings at all times inside any building on campus, except when alone in an assigned room on campus. (Information on face coverings for employees is described in section G below.) Visitors are strongly encouraged to wear a face covering when outside a building as well, and in particular when social distancing cannot be maintained.

All departments who invite visitors to campus in advance must notify the visitors ahead of their arrival of the expectation 1) that visitors wear face coverings while inside any campus building and 2) that visitors are asked to bring a face covering to wear when coming onto the campus.

**F. Social Distancing:**

Until further notice, if employees are approved to work on campus, all employees **MUST** maintain social distancing of a minimum of 6 feet from

others at all times, including in shared workspaces, desks or workstations.

1. Seating must be a minimum of 6 feet from others.
2. If the supervisor or department chair determines that a 6-foot distance cannot be achieved in the existing workspace, the supervisor or department chair should contact the Facilities Department or Risk Management for guidance on office furniture redesign, the installation of temporary barriers, or other preventative measures.
3. All employees must comply with floor markings (i.e. tape or other visual cues to indicate 6-foot distances) and posted signs regarding social distancing and other preventative protocols.

#### **G. Daily Symptom Assessment:**

Until further notice, if an employee is approved to work on campus, the employee MUST perform a daily symptom assessment.

1. All employees who are performing work on campus are required to conduct a daily symptom assessment for symptoms of COVID-19. This includes the requirement that all employees take their temperature before coming to campus **each day** to monitor if they are becoming ill.
2. If an employee has a temperature of 100.4 degrees or higher, the employee may not come to campus for any reason and should notify their supervisor. Employees should contact Human Resources if they have a concern about the ability to take their temperature at home.
3. In addition to the temperature check, all employees who are working on campus must conduct a daily assessment for symptoms of COVID-19, including 1) fever, cough, or shortness of breath or difficulty breathing, or 2) at least two of these symptoms: fever, chills, muscle pain, headache, sore throat or new loss of taste or smell.
4. Employees must be able to certify that they have conducted the symptom assessment and are not exhibiting these symptoms of COVID-19. Employees also will be asked to certify that they have not had close contact with someone who has tested positive or is diagnosed with COVID-19, or not been asked to self-quarantine by a health care provider or public health official in the last 14 days. Along with any certification that employees may be asked to provide related to their daily symptom

assessment, the employee's presence at work on campus is the employee's confirmation that the employee has done a daily symptom assessment and is not exhibiting any of the above symptoms.

5. Any employee feeling ill or exhibiting signs of COVID-19 or other illness are not permitted on campus. Employees who come to campus exhibiting signs of COVID-19 or other respiratory illness will be asked to leave campus immediately. Employees may not return to campus until the symptoms have fully resolved, including no sooner than 72 hours after the cessation of a fever or other symptoms of COVID-19. If an employee continues to exhibit any symptoms of COVID-19 but wishes to return to work (i.e. cough etc.), the employee may be asked to provide clearance from a health care provider before returning to work.

#### **H. Face Coverings:**

Until further notice, if an employee is approved to work on campus, employees **MUST** wear a Cloth Face Covering (see [cloth face covering](#)) to cover their nose and mouth. Appropriate wearing of face coverings is critical to minimize the risk of the spread of COVID-19 to others.

1. A face covering must be worn at all times inside any building except when the employee is working alone in an assigned work area.
2. Employees are strongly encouraged to wear a face covering when outside a building as well, and in particular when social distancing of 6 feet cannot be maintained or when they will interact with other members of the University community and the general public.
3. Supervisors or employees should contact Human Resources to discuss and create a written accommodation plan if wearing a face covering is not possible due to health issues or other functional work reasons.
4. An employee may provide their own Cloth Face Covering, but if an employee needs a face covering/mask to wear at work, face coverings will be provided by the University. Face coverings can be picked up from the mailroom or from another location designed by Risk Management and Facilities. Cloth Face Coverings should be laundered regularly, to be effective and protect the employee's health. Disposable masks should be placed in the trash when use is finished.

5. The wearing of a Cloth Face Covering is an additional public health measure to reduce the spread of COVID-19 in addition to (not instead of) 6 feet social distancing, frequent hand washing, disinfection of work areas and common spaces, and other everyday preventive actions.

**I. Hygiene Measures:**

1. Employees approved to be on campus must engage in proper disease prevention hygiene measures, including frequent hand washing with soap and water (for at least 20 seconds), hand sanitizing, covering your cough with a tissue or elbow, and other additional hygiene protocols as deemed necessary by the University and federal, state and local public health officials. Employees should avoid touching their eyes, nose or mouth.
2. Departments should disinfect common work areas and common spaces.
3. Employees should minimize sharing of work materials and office supplies.

**J.** Employees are encouraged to use personal coolers to store lunch and food to avoid crowding in break areas, in office kitchenettes, and around employee refrigerators.

**K.** Restroom and elevator use should be staggered to maintain 6-foot social distancing.

**L.** Efforts should be made to enable natural workplace ventilation when possible.

**M. Meetings or Gatherings:**

1. All employees must limit congregation in public and office spaces. No meetings or gatherings of more than 10 persons are permitted at any time.
2. Meeting organizers should continue to utilize Zoom or other virtual platforms for group meetings, especially when social distancing of 6 feet cannot be achieved.
3. In-person meetings are limited to the restrictions of local, state and federal public health orders and should not exceed 50 percent of a room's fire code capacity, assuming individuals

can still maintain 6 feet of separation for social distancing.

4. Meeting organizers should remove or rearrange chairs and tables or add visual cue marks in meeting rooms to support social distancing practices between attendees.
5. The University reserves the right to further limit the number of employees present in any location on campus, if needed.

**N. Department Plans:**

Individual department supervisors and department chairs should develop area plans for their employees to follow in their department that are consistent with this policy. These plans may address specific issues and needs in the particular work area related to prevention and protection of employees, students, and visitors. These plans will be dependent upon the services that the department is asked to provide. Supervisors and department chairs should consult with Risk Management or Human Resources regarding questions regarding departmental plans.

**O. Reporting Cases**

An employee must notify immediately the Health Center or Human Resources if the employee has been on campus in the last 14 days and has tested positive or has been diagnosed with COVID-19, or is under quarantine for possible exposure.

1. The dates when the employee was on campus, as well as the building areas which they occupied, must be reported.
2. All employees must cooperate with the University and the local board of health in determining appropriate steps for limiting and tracking potential exposure to others while on campus.

**P. Accommodation Process**

Employees who have been instructed to return to work on campus but have a medical condition that affects their ability to return to work or to comply with this policy should contact Human Resources to request a disability accommodation and engage in the accommodation process.

**Q. Enforcement:**

Employees who fail to comply with this policy or other health and safety directives of the University or public health officials related to COVID-19 will be subject to warning or other appropriate corrective action.

**VI. CROSS REFERENCE:**

Ohio Department of Health Coronavirus Website:

<https://coronavirus.ohio.gov/wps/portal/gov/covid-19/home>

CDC webpages for workplace safety:

[https://www.cdc.gov/coronavirus/2019-](https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html)

[ncov/community/organizations/businesses-employers.html](https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html)

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

**VII. ATTACHMENTS:**

[Daily Employee Symptom Screening Certification](#)

[Protocol for Contractors, Vendors and Consultants on Campus During the COVID-19 Pandemic Situation](#)