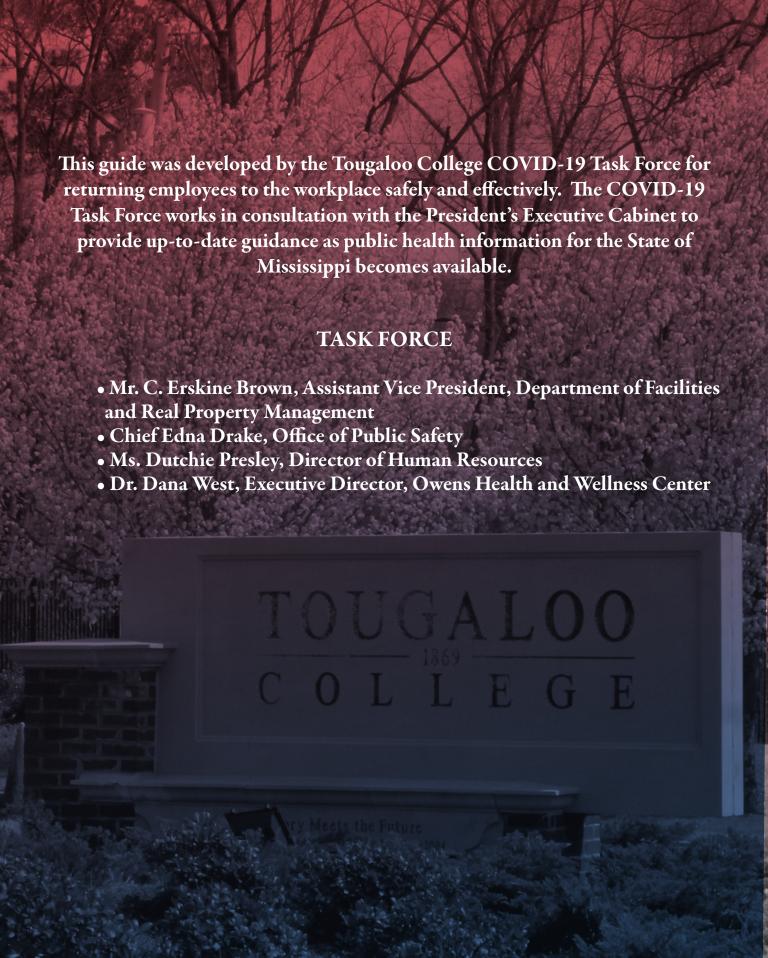
TOUGALOO COLLEGE

Fall 2020 Return to Campus Plan for Employees



Contents

Guiding Principles	4
Section 1: Returning to Work - What to Expect	4
1.1 Health Screening, Testing, and Monitoring	4
1.2 Face Coverings/Face Masks	7
1.3 Protective Hygiene	7
Section 2: Maintain Healthy Business Operations	9
2.1 Code of Conduct	9
2.2 Social Distancing	10
2.3 Employee Leave	10
2.4 Workplace Accommodations/Modifications	11
2.5 Travel	12
2.6 Visitors	13
Section 3: Maintain Health Work Environment	13
3.1 Compliance Training	13
3.2 Environmental Interventions	13
3.3 Campus Clinic	14
3.4 Fitness Center	15
Section 4: Maintain a Safe Work Environment	15
4.1 Public Safety	15

Guiding Principles

At Tougaloo College, the health, well-being, and safety of our employees is of the highest priority. Our primary goal is to ensure that employees returning to work will do so in a healthy and safe work environment, while remaining productive during the on-going novel coronavirus pandemic. In preparation for employees returning to work, safely, we will implement campus-wide safety measures in adherence to pertinent U.S. Centers for Disease Control and Prevention (CDC) and MS State Department of Health (MSDH) guidance, as required by the State of Mississippi.

Our knowledge and understanding of the novel coronavirus, which causes coronavirus disease (COVID-19), is evolving. As such, the College will update the campus-wide safety guidance as more informed public health information and data become available to effectively and efficiently reduce/prevent virus transmission among employees, maintain healthy business operations, and maintain a healthy work environment. The outlined safety measures are intended to provide guidance to departments/divisions to return employees to work safely, with the understanding that any significant, adverse change in the novel coronavirus transmission and mortality rate within the state may result in a significant and abrupt change in College guidance and requirements.

Section 1: Returning to Work – What to Expect

Employees will be required to undergo daily health screenings, which will be administered by trained Office of Public Safety staff, management, and/or other designated employees. Employees should expect to undergo virus screening, testing, tracing, and monitoring, as recommended by the Campus Clinic or treating health care provider and MSDH.

1.1 Health Screening, Testing, Tracing, and Monitoring

- A. Employees, students, and visitors may be required to complete daily health questionnaires and/or temperature check before accessing the campus, reporting to their workstations, and/or accessing high-traffic buildings and spaces on campus.
- B. COVID-19 testing, tracing, and monitoring including quarantine and isolation will be required, based on availability of tests and MSDH recommendations. Any employee who must quarantine or isolate must do so in their home as recommended by the CDC and MSDH. Employees may be monitored by Campus Clinic staff in conjunction with MSDH for the duration of any required quarantine or isolation.
- C. Employees must follow the following protocol, if they experience and/or self-report COVID-19 symptoms, exposure, and/or COVID-19 positive test result:
 - 1. If an employee experiences COVID-19 symptoms such as fever (100.4°F), cough, shortness of breath, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell, new gastrointestinal (GI) symptoms, and/or any other CDC-identified COVID-19 symptom, while at work, the employee must:

- a. Notify their manager/supervisor, immediately.
- b. Leave work and go home. (The manager/supervisor should send the employee home.)
- c. Contact the Campus Clinic by phone, immediately, at 601-957-6776 or contact a primary health care provider of their choice, by phone, to receive appropriate health care instruction and to determine the safety protocol for receiving necessary services.
- d. Ensure that they have received instructions from the Campus Clinic or primary health care provider regarding appointments and testing, prior to visiting either location, to avoid sitting in waiting areas and to avoid the spread of potential virus/infection.
- e. Follow the instructions of their primary health care provider and should not report back to work unless released by their doctor. However, if the employee has been absent for three consecutive days, the employee may be required to provide a doctor's statement to verify that the employee is able to return to work prior to the employee physically returning to work. The employee should call their supervisor before returning to work to ensure that they have the appropriate written clearance to do so. The employee should expect to quarantine or isolate for a minimum of 14 days, if required by their health care provider.
- 2. If an employee begins experiencing symptoms, has been exposed to someone that is experiencing symptoms, or has tested positive for COVID-19, while outside of work, the employee must:

 a. Notify their manager/supervisor by telephone or e-mail and must not report to work.
 - b. Follow the protocol outlined in Section 1.1 (C) 1a-e.
 - c. Follow the instructions of their primary health care provider and should not report back to work unless released by their doctor. However, if the employee has been absent for three consecutive days, the employee may be required to provide a doctor's statement to verify that the employee is able to return to work. The employee must call their supervisor before returning to work to ensure that they have the appropriate written clearance to do so. The employee should expect to quarantine or isolate for a minimum of 14 days, if required by their health care provider.
- 3. If an employee tests positive for COVID-19,
 - a. The employee must:
 - i. Follow the instructions of their primary health care provider and should not report back to work unless released by their doctor. However, if the employee has been absent for three consecutive days, the employee may be required to provide a doctor's statement to verify that the employee is able to return to work. The employee must call their supervisor before returning to work to ensure that they have the appropriate written clearance to do so. The employee should expect to quarantine or isolate for a minimum of 14 days, if required by their health care provider.

- ii. Notify their manager/supervisor, as soon as they are able, that they will be out of the office until their primary health care provider permits them to return to work.
- iii. Provide a list of all individuals who worked in proximity (three to six feet) with them in the previous 14 days to their manager/supervisor, so that any potentially exposed employee can be sent home to quarantine and tested, if necessary.

b. The manager/supervisor must:

- i. Secure a list of all individuals who worked in proximity (three to six feet) with the COVID-19 positive employee in the previous 14 days, from the employee, so that any potentially exposed employee can be sent home to quarantine and tested, if necessary.
- ii. Send home all potentially exposed employees, who worked in proximity with the COVID-19 positive employee, for a minimum of 14 days to ensure that infection does not spread, unless the employee has been cleared to return to work before the end of the 14-day quarantine period by their primary care provider and/or testing facility. Documentation may be required to return to work.
- iii. Ensure the confidentiality of the COVID-19 positive employee's identity and must not identify the infected employee by name to ensure compliance with and to prevent risk of violating confidentiality laws.
- iv. Provide general information to the potentially exposed employees, notifying them that someone at the College is infected with the virus so that any potentially exposed employees can quarantine and monitor themselves for signs or symptoms, if necessary.
- v. Notify the Office of Human Resources and complete all necessary procedures.
- vi. Notify the Department of Facilities and Real Property Management to initiate facility cleaning.
- D. To comply with privacy laws, the specific identity of an infected employee(s) must not be disclosed nor can information that will allow other employees to identify the infected employee(s) be disclosed.
- E. No employee is required but may elect to disclose a COVID-19 (coronavirus disease) diagnosis to their manager/superviso, but all employees are required to report COVID-19 symptoms. All employees must follow Tougaloo College policies and procedures regarding time off from work due to illness or other cause.

F. In the event of a medical emergency while the employee is at work, the manager/supervisor or other individual should call 911, immediately. The manager/supervisor should also call the Office of Public Safety at 601-977-7857 and the Campus Clinic at 601-957-6776.

1.2 Face Coverings/Face Masks

Employees must wear a face covering/mask while at work. Wearing face masks will help to prevent virus transmission among Tougaloo College employees, students, and visitors but does not negate the need for social distancing. Both methods should be employed in addition to other preventive measures.

- A. Any employee, student, or visitor accessing any campus building or outdoor area where people may be in proximity and where social distancing does not occur, is required to wear an appropriate face covering or mask. The face covering/mask may be made of cloth or other CDC-recommended material and should safely cover the employee's nose and mouth when worn properly.
- B. Employees must wear a face covering or mask upon entering buildings and until they arrive at their respective office/workstation. Departments should coordinate arrival and departure times for staff to reduce the number of employees accessing the hallways and stairwells during rush hours keeping in mind any required in-person health screenings.
- C. If an employee is unable to maintain the CDC-recommended six-feet of physical distance from others, while at their workstation, the employee must wear a face covering or mask.
- D. Face coverings and masks must allow for breathing without restriction and must not obstruct the employee's eyes or ears. Please, refer to the CDC guidance on how to properly wear, remove, sterilize, and make a face covering.
- E. Masks must be appropriate to the workplace and must not contain any offensive or inappropriate pictures, symbols, wording, etc.
- F. Employees are not required to wear masks when using break times to eat or drink and when the employee is in their individual office or workstation, where close contact with other individuals does not occur and when social distancing can be maintained.
- G. The College will provide face coverings or masks to employees, assuming funding and supply availability.
- H. Any employee who is unable to wear a face covering or mask because of a medical condition, must consult with their manager/supervisor, immediately, to employ reasonable and available accommodations.

1.3 Protective Hygiene

- A. Employees must exercise all necessary precautions to prevent exposure to and the spread of respiratory viruses at work. The MSDH and CDC recommend the following preventive measures:
 - 1. Avoid touching your eyes, nose, and mouth with unwashed hands.

- 2. Cover your cough or sneeze with a tissue, then throw the tissue in the trash. Wash your hands immediately. See CDC coughing and sneezing etiquette.
- 3. Get a flu vaccine every year.
- 4. Stay in good overall health: maintain healthy eating, remain physically active, remain in contact with your doctor, and follow your doctor-prescribed treatment.
- 5. Wash your hands often with soap and water for at least 20 seconds, especially in these scenarios:
 - a. Before and after work shifts;
 - b. Before and after work breaks;
 - c. Before eating or preparing food;
 - d. After blowing your nose, coughing, or sneezing;
 - e. After using the restroom;
 - f. After putting on, touching, or removing cloth face coverings; and
 - g. When your hands are visibly dirty.
- 6. Use an alcohol-based hand sanitizer or rub that has a minimum of 60% alcohol to wash hands, if soap and water is unavailable.
- B. Employees must practice routine cleaning and disinfecting frequently touched objects and surfaces such as handrails, doorknobs and handles, keyboards, telephones, and workstations throughout the workday. Dirty surfaces can be cleaned with soap and water prior to disinfection. Employees may disinfect their workstations surfaces using products that meet Environmental Protection Agency (EPA) criteria for use against the novel coronavirus). Employees may also request individual workstation cleaning through the Department of Facilities and Real Property Management by phone at 601-977-7928.
- C. Employees should practice good restroom etiquette by leaving the area clean for the next individual.
 - 1. Before leaving the stall, assure that you have flushed and properly disposed of all of your waste.
 - 2. Wipe surfaces that you may have dropped food, liquid, or waste on.
 - 3. Rinse the basin of any waste that you may have dropped in the sink.
 - 4. Dispose of tissue, paper towels, and other personal waste in the appropriate trash receptacles.
 - 5. Wash your hands after you have concluded your use of the restroom.

- 6. Notify the Office of Facilities and Real Property Management of any malfunctioning fixtures or supplies that need replenishing.
- D. Employees working in laboratory environments must:
 - 1. Develop working shifts to limit the number of individuals utilizing the labs at one time.
 - 2. Ensure that you clean and disinfect your lab area and any shared spaces before you begin and end your work for the day.
 - 3. Follow respective Reopening Research Laboratory regulations provided by respective funding/governing agency. Reopening regulations should not work in direct conflict with Tougaloo College, CDC, or MSDH recommendations but rather work in concert with these to mitigate the risk of virus spread.

Section 2: Maintain Healthy Business Operations

2.1 Code of Conduct

Employees must adhere to the Tougaloo College policies regarding workplace conduct, outlined in the Staff Handbook. In addition, employees must adhere to the following return to work codes of conduct.

- A. Adhere to all applicable federal and state laws and Tougaloo College policies regarding workplace discrimination and harassment, retaliation, and termination. Employee conduct that is in conflict with these laws and Tougaloo College policies, related to COVID-19 or otherwise, is strictly prohibited and subject to immediate corrective action.
- B. Avoid using another employee's phone, desk, office, or other work tools and equipment, intended for individual use, when possible. If this is unavoidable, clean and disinfect items before and after use.
- C. Do not touch or remove another individual's face covering or mask.
- D. Do not cough or sneeze near an individual's face or personal space. Exercise caution and physically distance yourself, immediately, if you feel that you may cough or sneeze.
- E. Respect an individual's request to physically distance, and increase your distance from that individual, immediately.
- F. Report any Tougaloo College employee, student, or visitor activity that conflicts with these outlined codes of conduct and safety guidance to the Office of Public Safety, immediately, by phone at 601-977-7876.

2.2 Social Distancing

Employees must practice social distancing – physically distancing yourself from another individual(s) – whenever possible and appropriate. Reduce contact with people by avoiding groups of 10 people or more. Maintain a distance of six feet between you and other individuals. Creating physical distance from others lessens the chances of contracting the coronavirus. Management should monitor and ensure employee compliance with social distancing guidelines.

- A. Adhere to Tougaloo College-approved modified work schedule and/or duties to ensure social distancing measures.
- B. Adhere to Tougaloo College-installed signs and other visual cues such as decals or floor markers to ensure that you are standing the recommended distance from another individual, when there are no physical barriers.
- C. Avoid meeting in person. Instead, conduct virtual meetings via videoconferencing and/or teleconferencing as well as email.
- D. Avoid close contact with people who are sick.
- E. Avoid shaking hands, hugging, or other close physical contact.
- F. Implement a No Walk-in Policy: Require that employees and students call ahead or email first to schedule an appointment or to conduct business rather than make an unplanned visit to your office. Planning inperson meetings, when they are necessary to the order of business, allows attendees to ensure proper safety measures are used.
- G. Cancel, adjust, or postpone, to the extent possible, large in-person work-related meetings or gatherings that may be required by local, state, and/or federal governing agencies.
- H. Do not enter or congregate in any common areas that are closed.
- I. Hold meetings in open, well-ventilated spaces, when videoconferencing or teleconferencing is not possible. Limit attendees to 10 individuals or less. Maintain a distance of six feet apart from others and wear face coverings or masks, properly.
- J. Increase physical space between employees in elevators, restrooms, and workspaces, when possible.
- K. Remove common items at service desks such as pencils, pens, clipboards, etc.
- L. Utilize email and document scanning, where appropriate and allowed, to reduce transmission through surface contact with documents.

2.3 Employee Leave

A. Sick or vacation time must be used, as appropriate and as required.

- 1. Any inquiry from the employee regarding time-off (paid or unpaid) should be directed to their manager/supervisor.
- 2. Any employee who must take off from work is required to submit sick time or vacation time, as appropriate.
- 3. Any employee who earns sick and vacation time may use available sick and vacation time even if they have not been diagnosed with COVID-19.
- B. Sick or vacation time related to COVID-19 must be used in accordance with Tougaloo College policies and procedures that are in compliance with Coronavirus Aid, Relief, and Economic Security Act (CARES Act) and Families First Coronavirus Response Act (FFCRA) provisions. The FFCRA requires certain employers to provide employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. The CARES Act further clarifies and/or expands these provisions.
 - 1. Any employee that is sent home due to a COVID-19 related reason must follow the Tougaloo College Guide for Returning to the Workplace and complete all necessary Office of Human Resources procedures prior to returning to work.
 - 2. If an employee is unable to return to work, the employee must notify their manager/supervisor, immediately, and must complete any necessary procedures, which may require review and authorized decision. Under the FFCRA, an employee qualifies for paid sick time if the employee is unable to work (or unable to telework) due to a need for leave because the employee:
 - a. is subject to a federal, state, or local quarantine or isolation order related to COVID-19;
 - b. has been advised by a health care provider to self-quarantine related to COVID-19;
 - c. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
 - d. is caring for an individual subject to an order described in (a) or self-quarantine as described in (b);
 - e. is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; or
 - f. is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

2.4 Work Accommodations/Modifications

Employees who may be at high risk for severe illness from COVID-19 are encouraged to address concerns related to their daily duties with their immediate managers/supervisors. Managers/ supervisors will work with employees in consultation with the Office of Human Resources to address any necessary work accommodations and/or modifications.

- A. The following underlying conditions may cause an individual to be at higher risk for severe illness from COVID-19. These conditions may apply to an employee or to individuals with whom an employee may be in close contact:
 - 1. Being an older adult (65 years and older);
 - 2. Living in a nursing home or long-term care facility; and/or
 - 3. Having an underlying medical condition(s), such as chronic lung disease or moderate to severe asthma; serious heart conditions; and/or immunocompromised conditions such as cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications; severe obesity (body mass index [BMI] of 40 or higher), diabetes, chronic kidney disease undergoing dialysis; and/or liver disease.
- B. If an employee has notified the College that they are at high risk as a result of a qualifying underlying condition, the manager/supervisor should contact Human Resources for guidance. The manager/supervisor should seriously consider allowing the employee to continue working from home, rotate weeks in the office/work schedules, telework, and take Leave of Absence/FMLA or consider other types of accommodation. The manager/supervisor may ask for a doctor's verification of the condition.
- C. Discuss any concerns that are specific to the employee's circumstance, such as a health condition that places the employee or someone in the employee's household at high risk.

2.5 Travel

- A. All non-essential travel is prohibited until further notice.
- B. Any approved essential travel will occur in accordance with Tougaloo College travel policies and procedures, respective local and state regulations and guidance, and CDC traveler health notices. Travel requests must be reviewed by the employee's immediate manager/supervisor and approved by the Tougaloo College President and the Chief Financial Officer before an employee is permitted to commence travel.
- C. Travel that is required for critical grant project operations must be approved by the College President and the grant funder and must comply with applicable College and local and state executive orders.
- D. Any employee who is permitted to travel out of state must monitor themselves for coronavirus symptoms prior to and following travel for a minimum of 14 days, adhere to campus-wide safety measures, remain in frequent contact with their immediate manager/supervisor, and stay home if they are sick.
- E. If an employee becomes sick while traveling, the employee must their immediate manager/supervisor, and contact a healthcare provider in the travel destination for further instruction. The employee should adhere to the guidance for the travel destination, which may be different from the local and state guidance

in the employee's city, state, or country of residence.

2.6 Visitors

Employees must avoid scheduling non-urgent in-person campus meetings with visitors, to the extent possible.

- A. Non-essential visitors may be prohibited from accessing the campus. Non-essential visitors who are granted access to the campus by administration/management may be required to undergo a health screening to access the campus and to a wear face covering or mask. See Section 1.2 for Face Coverings/Mask guidelines. A non-essential visitor is an individual who is not a Tougaloo College employee, current or potential student, contractor, or vendor and who is not involved with the essential operations or official business of the College.
- B. Essential visitors may be required to undergo a health screening to access the campus and to a wear face covering or mask. See Section 1.2 for Face Coverings/Mask guidelines. An essential visitor is an individual who is a Tougaloo College employee, current or potential student, contractor, or vendor and who is involved with the essential operations or official business of the College.
- C. Employees must consult with their immediate manager/supervisor before scheduling in-person campus meetings with visitors, and must notify public safety of all anticipated vistors.
- D. Any employee who will meet with a visitor must provide prior notice to the visitor of the College health screening and face covering/mask requirements for all individuals permitted access to the campus.
- E. Any visitor that does not comply with the respective outlined guidance will not be permitted access to the campus.

Section 3: Maintain A Healthy Work Environment

3.1 Compliance Training

Employees will be required to complete COVID-19 compliance training. This training is intended to provide COVID-19 facts, CDC and MSDH guidance and recommendations, and Tougaloo College COVID-19 safety precaution response. The training will assess employee knowledge in these areas and inform any additional necessary COVID-19 education and training.

3.2 Environmental Interventions

The Department of Facilities and Real Property Management will execute the following to reduce the risk of virus exposure:

A. Disinfect and sanitize all workspaces and facilities, daily.

- 1. High-contact surface areas will be cleaned frequently each day using U.S. Environmental Protection Agency-approved cleaning products.
- 2. Any frequently touched surfaces, such as workstations, keyboards, telephones, handrails, and doorknobs may be cleaned, daily, and upon employee request.
- 3. Enhanced cleaning and disinfecting in the respective facility will be executed, if there is a suspected or confirmed COVID-19 case.
- B. Install wall-mounted hand sanitizer dispensers in all main entrances of all campus buildings and high-traffic areas that will be readily replenished.
- C. Recommend, provide, and/or install partitions, plexiglass, or similar barriers in workspaces to mitigate potential virus spread in high-traffic areas, if deemed necessary by the Department of Facilities and Real Property Management.
- D. Provide signs and other visual cues such as decals or floor markers to ensure face covering, social distancing, hand hygiene, and other relevant COVID-19 education among students, faculty, staff, and visitors. Visual cues may include culturally and linguistically appropriate standards (CLAS) signs for non-English speakers, as needed.
- E. Ensure continued engineering controls using the building ventilation system:
 - 1. Ensure ventilation systems operate properly and provide acceptable indoor air quality for the current occupancy level for each space.
 - 2. Ensure central air filtration meets current minimum efficiency reporting value (MERV) standard.
 - 3. Check filters to ensure they are within service life and appropriately installed.
 - 4. Run ventilation systems for longer hours 24 hours per day and 7 days per week if possible, to enhance air exchanges in the building space.

3.3 Campus Clinic

A. COVID-19 Testing, Tracing, Monitoring – Tougaloo College students and employees will be tested for the coronavirus at the onsite Campus Clinic. Initial screening and an appointment is required. Availability of this service is based on varying factors and may only be offered at this location temporarily. Testing is also provided at the Clinic's offsite location. Employees and students may elect to be tested at the Campus Clinic, the offsite location, or a testing site of their choice, which does not have to be affiliated with Tougaloo College. Employees should expect to undergo virus testing, tracing, and monitoring, as recommended by the Campus Clinic or treating health care provider, and MSDH. Employees and students should have their Tougaloo College-issued ID on their person at all times, while on the College campus.

- B. Primary, Dental, and Mental and Behavioral Health Services Employees are encouraged to continue to utilize the Campus Clinic for primary and mental and behavioral health (including substance use/abuse), and dental care services.
- C. Employees should contact the clinic, first, for more information and to determine the safety protocol for receiving services. If an employee needs behavioral and mental health services after hours, the employee should call 601-713-4099 or to reach the national hotline, text "Home" to 741741.

Onsite Contact Information: Offsite Contact Information:

500 West County Line Road 1134 Winter Street Tougaloo, MS 39174 Jackson, MS 39204

Telephone: (601) 957-6776 Telephone: (601) 948-5572

- D. Primary clinic hours of operation are Monday Friday 8:00 AM 5:00 PM. Dental clinic hours of operation are Monday & Thursday 9:00 AM 4:00 PM, Tuesday 1:30 PM 5:00 PM, and Wednesday 8:00 AM 5:00 PM.
- E. In the event of a medical emergency, call 911, immediately. You should also call the Office of Public Safety at 601-977-7857 and the Campus Clinic at 601-957-6776.

3.4 Fitness Center

Employees who are registered fitness center members must adhere to the Owens Health and Wellness Center (OHWC) safety guidelines. The OHWC will follow the state mandated requirements as outlined in the most current State of MS Executive Order, to ensure safe operations and a healthy workout environment. Safety guidelines will be provided to all fitness center members.

Section 4: Maintain A Safe Working Environment

4.1 Public Safety

The Office of Public Safety will enforce the Tougaloo College Returning to the Workplace guidance to ensure a safe environment for all College employees, students, visitors. The COVID-19 Taskforce and the Tougaloo College Executive Cabinet will devise policies and procedures governing enforcement of corrective action for violations.

