

**RETURN-TO-OPERATIONS PLAN**  
**ADDENDUM 1: Faculty and Staff UPDATED 02/22/21: Revised 03/01/21**

This addendum serves as a continuation of Eastern's Return-to-Operations Plan that was approved by the President's Cabinet on June 2<sup>nd</sup>, 2020 and distributed to employees on June 5<sup>th</sup>, 2020 to review. This document reaffirms planning efforts and safety protocols, guided by a combination of federal, state and local regulations as well as the local health department and Eastern's Safety Committee, implemented when the Main Campus was opened on July 13<sup>th</sup>, 2020 to all faculty and staff. The following guidelines are in effect and will remain so until further notice.

Departments who have students and/or parents who will need access to the Main Campus for registration and/or testing purposes must schedule appointments accordingly. Those departments **MUST** inform anyone that has an appointment that he or she **MUST** wear a face mask before entering the building.

**KEY SAFETY & HEALTH MEASURES**

**Eastern will institutionalize required safety and health protocols, such as social distancing, face masks, proper hand-washing, barriers, daily self-assessments, and contact tracing. All individuals who enter the main campus will be required to follow the College's safety and health guidelines at all times.**

*Facilities*

- Supervisors will work directly with Human Resource Services to provide accommodations for all employees who are members of CDC-defined COVID-19 high-risk populations, caring for children due to school closure or insufficient day care, and caring for sick or at-risk family members and request assistance such as staggered work schedules or the ability to continue to work remotely. If any county in the college's six-county service region (Hardy, Grant, Hampshire, Pendleton, Tucker, Mineral) is designated by the WV DHHR as a "red" county, all non-essential employees will be given the option to work remotely. In this instance, employees must communicate their work plans with their supervisors.

*Note: The Flexible Work Arrangement Agreement Form is located in the Share Folder under Business Office, Payroll&HR, HR Forms, Return-to-Operations Forms. Employees may also contact the HR Office for forms.*

- Employees may enter the building through any of the entrances but all individuals **MUST SIGN IN** at the lobby to record who was on campus at any given day. This information is vital for contact tracing purposes. All faculty and staff **MUST** carry their own pen throughout each day for signing purposes.
- It is every individual's responsibility to bring their own face mask, hand sanitizer, etc. to work every day. Wearing face masks is mandatory and **MUST** be worn at all times with the following exceptions:
  - A face mask is not required if an employee is working alone in a confined office space (does not include partitioned work areas in a large open environment).
  - A face mask is not required if an employee is outside the building on break or for some other reason as long as he or she practices safe distancing.

It's important to remember that no one will be allowed to enter the main campus without a face mask.

- Daily self-administered health checks will be required of all faculty and staff before coming to work each day. If experiencing any symptoms, especially a high fever, employees should work remotely from home with supervisor's approval or take sick leave. *Note: Be aware that some people with COVID-19 do not have a fever and some people with a fever do not have COVID-19. If you have a combination of symptoms, you may want to contact a health care profession and DO NOT COME TO WORK. If you only have a high fever, err on the side of caution and either get permission to work from home or take sick leave until free of fever for 72 hours without the use of fever-reducing medications.*

The College require employees who are sick to seek medical assistance as appropriate and remain out of the workplace until symptoms resolve. Employees diagnosed with COVID-19 or have been exposed to someone who tested positive for COVID-19 must immediately inform the Human Resource Office. Personal information will be kept confidential. Employees will either need to take sick/annual leave or communicate with his or her supervisor for alternative work arrangements. An employee will not be permitted to return to work on site without medical documentation stating when the employee is released from quarantine.

*NOTE: The Daily Self-Assessment form is located in the Share Folder under Business Office, Payroll&HR, HR Forms, Return-to-Operations Forms. Employees may also contact the HR Office for forms.*

- Non-exempt employees will continue to use the timestamp functionality on his or her desktop to clock in and out their work time. **DO NOT** use the Kronos Finger Scan system in the main floor break room until further notice.
- Educational signage will be posted to provide guidance on traffic flow, safe practices, occupancy limit, etc. to comply with social distancing protocols. Floors will have markers to direct traffic from the main entrance to both floors of the main campus. For access to the second floor, individuals **MUST** use the central stairway to ascend and use the stairways on either side of the building to descend back to the main floor.
- Restrooms on both floors will have a limited capacity of two persons at a time with certain stalls blocked for use to follow safe distance requirements.
- There will be an occupancy limit of two people on the elevator at any given time to comply with social distancing protocols. Individual(s) must wear a face mask on the elevator and keep six (6) feet apart.
- Convening in groups increases the risk of viral transmission. Meetings will be held in whole or part using the extensive range of available collaboration tools (e.g. Microsoft Teams, Zoom, telephone, etc.). In-person meetings are limited to the restrictions of local, state and federal orders and should not exceed 50 percent of a room's capacity, assuming individuals can still maintain 6 feet of separation for physical distancing requirements. Departments should remove or rearrange

chairs and tables or add visual cue marks in meeting rooms to support physical distancing practices between attendees. All attendees **MUST** wear a mask or face covering while sharing space in a common room.

- Employees may use the refrigerator and microwave in the break rooms but **MUST** continue to practice safe distance practices and wear a face mask. Employees will be granted approval to eat in their offices to avoid closeness to other employees. The outside patio behind the building will be available to use and tables will be spaced accordingly. Employees must refrain from sharing food or utensils. Replace shared appliances with single use or no-touch options (coffee makers, ice/water dispensers).
- Education on COVID-19 will be provided to all faculty and staff which will highlight the risks of personal infection, the consequences of spreading the virus to others, proper use of personal protective equipment (PPE), social distancing guidance and other items as it is made available.
- Extending measures for cleaning and disinfecting will continue throughout the Spring 2021 semester and beyond.
- Vending machines and water fountains will not be available for use until further notice.
- In the event an area in one of Easterns' locations is identified to have been occupied by an individual with a known COVID-19 case, the following steps should be taken:
  - The HR Department will identify areas of potential contamination and prevent entry to the location, as well as notify local health departments and make recommendations regarding movement of personnel in that area to alternative locations. The Executive Dean of Administrative Services will notify personnel with directions on where to report to work (i.e. work in another area on campus, or work from home)
  - Affected area will be cleaned and sanitized per public health guidance. Communication will be provided to employees in regards to returning to location.
- Eastern will monitor the current COVID-19 situation and implement changes when necessary and will communicate this information to the campus community promptly.

### ***Travel***

Out-of-state travel for business reasons may be limited to emergency situations. For in-state travel, employees traveling for business reasons must register their travel in advance as required by Eastern policy. **Only two employees per College-owned vehicle is permitted. To ensure proper physical distancing, we recommend the passenger to sit in the rear passenger seat.** For personal travel, employees can contact the HR Office to submit an Employee Travel Registration Form. Depending on where the employee travels and activities while there, he/she may be required to complete 5-14 days of self-isolation and/or telecommuting before returning to work on site.

*NOTE: The Employee Travel Registration Form is located in the Return-to-Operations Plan in the Share Folder under Business Office, Payroll&HR, HR Forms, Return-to-Operations Forms. Employees may also contact the HR Office for forms.*

### ***Technology***

IT and Facilities staff will verify that all systems, communications, and required capabilities are available and operational to support on campus work.

The IT department is not requiring employees to return any equipment taken off campus to the IT department unless he or she needs to. This will allow for employees to work remotely when necessary (i.e. inclement weather, high risk situation, self-quarantine, work schedule accommodation). This is to avoid possible damage to equipment being transporting back and forth.