

**NORTH CENTRAL COLLEGE**

# Guide for Returning to Campus-Based Work



**NORTH CENTRAL  
COLLEGE 1861**

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## Introduction

North Central College has created guidelines to assist employees – faculty, administrators, staff, graduate assistants and student workers - returning to campus-based work activity in a phased approach. It remains the College's priority to protect the health and safety of all members of our community and campus visitors. All employees are expected to comply with the policies, protocols and guidelines outlined.

This guidance may evolve and updates will be shared on The Hub under the Office of Human Resources. Thank you for your cooperation in helping keep our community safe.

## Guiding Values and Commitments

The College's Cabinet and COVID-19 Institutional Response Team (IRT) have established the following values and commitments that serve as a guide for decision-making and direction as planning continues for the Fall Semester and beyond, and is an important reminder to employees:

- Remaining steadfast in our commitment to the College's Mission and the Imperatives set forth in our Strategic Plan;
- Delivering the high-quality North Central College education we are known for;
- Prioritizing the health and safety of our campus community;
- Accepting our responsibility to the greater good as it relates to public health;
- Utilizing the available science and data to inform decision-making;
- Ensuring the long-term economic sustainability of North Central College;
- Seeking input and involvement from the campus community in our planning efforts;
- Considering the effects of our decisions on all members of the campus community, including those most vulnerable;
- Employing maximum creativity and adaptability in all future planning.

## Phased Campus-Based Staffing

Employees who can perform their job responsibilities remotely are encouraged to continue working remotely until further notice.

The College will phase in a return of employees in a coordinated process to ensure appropriate physical distancing, availability of personal protective equipment (PPE) and testing capabilities for COVID-19. Employees will return to campus based on the core activities they support and their demonstrated need to be on campus. No one should return to campus without receiving approval from their supervisor.

The College will assess expanded campus-based staffing on mission-critical operations, ability to control and manage specific work environments, and necessity to access on-site resources. These decisions, once approved, will be communicated through the respective Cabinet member with as much advance notice as possible. Once decisions to expand campus-based staffing in certain areas have been made, employees must follow the policies and protocols detailed in this guide for returning to work on campus.

Campus leadership will continue to monitor and assess the potential spread of the virus, as well as existing policies and procedures to mitigate it. Testing will be a critical part of assessing the impact of increased campus-based staffing. If localized outbreaks emerge, tighter restrictions and reduced campus-based staffing may need to be implemented again.



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Departments may have additional guidelines based upon the needs of the department. Compliance with these policies and protocols, as well as those communicated by an immediate supervisor, is required. Violation (e.g., blatant disregard for infection prevention measures) may result in the immediate revocation of building access privileges, disciplinary action, or other interventions.

## Staffing Options

There are several options departments should consider to maintain required physical distancing measures and reduce population density within the buildings and work spaces, including the following:

### Remote Work

Those who can work remotely to fulfill some or all of their work responsibilities may continue to do so to reduce the number of individuals on campus and the potential spread of the COVID-19 virus. These arrangements, which must be approved by the immediate supervisor, can be done on a full or partial day/week schedule as appropriate.

### Alternating Days

In order to limit the number of individuals and interactions among those on campus, departments may schedule partial staffing on alternating days. Such schedules will help enable physical distancing, especially in areas with large common workspaces.

### Staggered Reporting/Departing

Building entrances and exits bring many people together at the beginning and end of the workday. Staggering both reporting and departure times by at least 15 minutes may reduce traffic in common areas to promote physical distancing.

## Before Returning to Campus

Before returning to campus, employees will be **required** to complete a series of tasks to help them understand what is expected in order to keep our campus safe, which include:

- Reviewing this *Guide for Returning to Campus-Based Work*
- Signing the *Return to Campus Based Work Expectations Acknowledgment*
- Completing required, assigned SafeColleges health and safety training module
- Updating emergency contact information via [Merlin/Colleague Self Service](#)
- Being tested for COVID-19 if requested by the College

## Considerations for Those at Higher Risk

According to the [Centers for Disease Control and Prevention \(CDC\)](#), COVID-19 is a new disease and there is limited information regarding risk factors for severe disease. Based on currently available information and clinical expertise, older adults and people of any age who have serious underlying medical conditions might be at higher risk for severe illness from COVID-19.

- |                         |                 |                              |
|-------------------------|-----------------|------------------------------|
| *Age 65 or older        | *HIV            | *Asthma (moderate to severe) |
| *Chronic lung disease   | *Diabetes       | *Serious heart conditions    |
| *Chronic kidney disease | *Severe obesity | *Immunocompromised           |
- \*Pregnancy (which can create changes that may increase the risk of some infections)

Employees who may be at higher risk should contact the Office of Human Resources to discuss options or request work-related accommodations.



## Employee Expectations: Symptom Monitoring and Reporting

All employees are required to adhere to the following guidelines for symptom monitoring and reporting while working on campus. Failure to do so puts the entire community at risk and may result in disciplinary action.

### Symptom Monitoring

According to the CDC, people with COVID-19 have reported a wide range of symptoms, ranging from mild to severe. Symptoms may appear 2 – 14 days after exposure to the virus. For the most up-to-date information on COVID-19 symptoms, visit the [CDC's website](#).

Each day before coming to campus for work, employees must take their temperature and ask themselves the following questions:

- Do I have a fever greater than 100.4 degrees Fahrenheit?
- Do I have a cough?
- Do I have chills?
- Do I have an unusual, persistent headache?
- Do I have shortness of breath or difficulty breathing?
- Have I lost my sense of taste or smell?
- Do I have any new respiratory problems (e.g., wheezing, congestion)?
- Do I have muscle pain?
- Do I have abdominal discomfort?

If an employee can answer “yes” to any of the above questions, they should notify their supervisor, complete the [COVID-19 Reporting Form](#), and not come to campus. The College will instruct the employee on next steps.

### Employees who are Exposed, Test Positive or are Presumed Positive

An employee, who receives notification from a health official regarding contact with a positive case, a presumed positive case, or the on-set of COVID-19 symptoms, must take the following actions as documented in the [College's Positive Test Protocols](#):

- Report details to the College via the [COVID-19 Reporting Form](#) immediately.
- Monitor symptoms and remain in communication with an assigned Campus Contact Tracer for follow up care/resources.
- Communicate with the employee's direct supervisor and the Office of Human Resources regarding potential work accommodations and/or expected absence from work.
- Collaborate with the employee's direct supervisor to initiate plans for continuity of instruction, responsibilities, and work tasks.
- Not return to the North Central College campus and/or remain isolated/quarantined until cleared by the assigned Campus Contact Tracer, based on CDC/DCHR recommendations.

### Isolation or Quarantine Status

Isolation is used to separate an ill person, someone who has tested positive or presumed positive from those who are healthy. For COVID-19, this is believed to begin two days before the start of symptoms and last the duration of the illness.

Quarantine is used to separate and restrict the movement of a healthy person who may have been exposed to a case, or presumed case, a person who has tested positive. Quarantine is used to decrease the spread of the virus.

An employee who is instructed to isolate or quarantine must stay home. Employees may use sick leave for this purpose.



## Contact Tracing

Campus Contact Tracers will:

- Contact the employee to confirm they are receiving medical care and offer other relevant resources
- Assist the employee in notifying their local health department if not completed already
- Gather information from the employee to initiate contact tracing
- Explain the notification requirement to the employee
- Inform the co-chairs of the Institutional Response Team for COVID-19
- Advise the employee to contact the Office of Human Resources to discuss options
- Follow up with the employee during isolation or quarantine to provide additional information as needed

## Personal Safety Practices

### Physical Distancing

Maintaining space between you and others is a best practice to avoid exposure to the COVID-19 virus and slow its spread. It is a requirement for all employees to practice physical distancing on campus. Since people can spread the virus before they know they are sick, it is important to stay away 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 at work on-campus must follow these physical distancing practices:

- Stay at least 6 feet (about 2 arms' length) from other people at all times
- Keep group size to a minimum, and never more than 50

### Face Coverings

It is important to wear a face covering to prevent the spread of COVID-19. Individuals can spread COVID-19 to others even if they do not feel sick. Face coverings must be worn by all employees working on campus when in the presence of others and in public settings where other physical distancing measures are difficult to maintain (e.g. common work spaces, meeting rooms, classrooms, etc.). The face covering is not a substitute for physical distancing.

Each employee will be provided with one cloth face covering. Employees may also wear homemade cloth face coverings that adhere to CDC and other public health recommendations. Cloth face coverings must only be worn for one day at a time, and must be [properly laundered](#) before use again. Having a week's supply of cloth face coverings can help reduce the need for daily laundering.

Employees may choose to purchase and use disposable face coverings. Disposable face coverings may only be worn for one day and then must be placed in the trash.

An employee who has difficulty wearing a face covering should contact the Office of Human Resources to discuss options.

### Face Shields

The [CDC](#) does not recommend the use of face shields for normal everyday activities or as a substitute for cloth face coverings. Some employees may choose to use a face shield when sustained close contact with other people is expected. If face shields are used without a mask, they should wrap around the sides of the wearer's face and extend to below the chin. Disposable face shields should only be worn for a single use. Reusable face shields should be cleaned and disinfected after each use. Employees should speak with a supervisor about the use of a face shield.

### Masks with Exhalation Valves or Vents

The purpose of masks is to keep respiratory droplets from reaching others to aid with source control. However, masks with one-way valves or vents allow air to be exhaled through a hole in the material, which can result in expelled respiratory droplets that can reach others. This type of mask does not prevent the person wearing the mask from transmitting COVID-19 to others. Therefore, CDC **does not recommend** using masks for source control if they have an exhalation valve or vent.





## Handwashing

Employees should wash hands often with soap and water for at least 20 seconds, especially after being in a public place or after nose blowing, coughing, sneezing, or face touching. If soap and water are not readily available, employees should use a hand sanitizer that contains at least 60% alcohol, covering entire surface of hands and rubbing them together until they feel dry.

Facilities Management will maintain hand-sanitizer stations at major building entrances, elevator stops and high traffic areas.

## Gloves

Gloves are not necessary for general use and should not replace good hand hygiene. Washing hands often is considered the best practice for common everyday tasks. Employees should speak with a supervisor to determine if gloves are necessary.

## Personal Disinfection

Custodial teams will clean office and work spaces based on [CDC guidelines for disinfection](#) and [OSHA recommendations](#).

Employees must wipe down commonly used surfaces before and after each use. This includes any shared-space location or equipment (e.g. copies, printers, computers, A/V or other electrical equipment, coffee makers, desks and tables, light switches, door knobs, etc.). Cleaning products that meet the EPA's criteria for use against COVID-19 and are appropriate for the surface will be procured by the College and distributed to departments. Contact Operations when supplies are running low for replenishment of supplies.

## Coughing and Sneezing Hygiene

An employee in a private setting without a face covering should cover their mouth and nose with a tissue when coughing or sneezing, or use the inside of the elbow. Used tissues must be thrown in the trash, and [hands should be washed or sanitized](#).

## Specific Workplace Scenarios

### Working in the Office

The following safety practices should be implemented when possible:

- Employees who work in an open environment must maintain at least 6 feet distance from co-workers.
- At least one work station (desk/chair) should separate coworkers where possible.
- Employees should wear a face covering at all times while in a shared workspace/room, and employees should not sit facing one another. (A face covering is not required if an employee is working alone in a confined space with the door closed.)
- Department supervisors should assess open work environments and institute safety measures such as:
  - Placing visual cues such as floor decals, colored tape, or signs to indicate to customer where they should stand while waiting in line
  - Placing one-way directional signage when appropriate for large open work spaces with multiple through-ways to increase distance between employees moving through the space

### Meetings

During time working on-campus, employees are encouraged to communicate with colleagues by email, instant message, telephone or other available technology rather than face-to-face. Meetings should be held in whole or part using electronic collaboration tools (e.g. Microsoft Teams, Skype, telephone, etc.).

When in-person meetings are necessary, they should be limited to the restrictions of local, state and federal orders and should not exceed 50% 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 face covering while sharing space in a common room.



## Laboratory Work

Teaching and research laboratories are expected to generally conform to the guidelines for other shared work areas. Specifically, usual laboratory safety requirements (such as eye protection, proper attire and no food or drink) are still expected.

- Face coverings must be worn at all times.
- Hands must be washed with soap and water before and after working in the laboratory.
- A minimum of six feet of distance between people should be maintained. When possible, laboratory activities should be spread out over a greater distance to minimize density.
- Workers should avoid working face-to-face across a laboratory bench.
- When possible, lab floors should be marked to allow for one-way traffic flow.
- Instruments should be arranged to encourage physical distancing.
- Shared equipment must be wiped down before and after each use.

## Meals

Employees should wash hands thoroughly before and after eating to reduce the potential transmission of the virus. In addition, employees should disinfect all surfaces, including table, chair, etc. before and after using common areas. Employees are discouraged from using shared refrigerators, microwaves, and coffee makers.

When eating on campus, employees must wear a face covering until ready to eat and then replace it afterward. Individuals must allow 6 feet of distance between themselves and others, and should not sit facing one another. Employees are encouraged to take food back to their office area.

## Using Restrooms

Use of restrooms should be limited based on size to ensure at least 6 feet distance between individuals. Employees must wash hands thoroughly afterward to reduce the potential transmission of the virus. Brushing teeth and shaving in College restrooms is prohibited.

All restrooms will be cleaned daily. Where possible, hands free door openers have been installed to allow individuals to exit restroom without needing to touch a door handle.

## Using Stairs and Elevators

Employees are encouraged to use stairs and should stay to the right side of the stairway. When feasible, stairwells will be designated as “up” or “down” only. Signage will be placed on stairwell doors to identify the direction.

Use of the elevators should be limited when possible to avoid close proximity with others in a confined space. Elevator capacity will be limited to one or two person maximum, depending upon the building and elevator size. Signage to assist users will be placed at the exterior and interior of each elevator car. Those using elevators are required to wear a face covering regardless of traveling alone or with others, and should avoid touching the elevator buttons with exposed hand/fingers, if possible. [Hands should be washed or sanitized](#) upon departing the elevator.

## Outdoor Campus Spaces

Employees should follow these physical distancing practices while enjoying outdoor campus spaces:

- Stay at least 6 feet (about 2 arms' length) from other people at all times
- Stay to the right on walkways to provide adequate distance from pedestrians walking in the opposite direction
- Avoid expelling saliva (spitting) or gum while utilizing outdoor campus spaces
- Wear a cloth face covering, if you can
- Stay out of crowded places and avoid mass gatherings





## Public Transportation

Employees who use public transportation should wear a face covering and limit the amount of touching surfaces as much as possible. [Hands should be washed or sanitized](#) as soon as possible upon disembarking and before removing the face covering.

## Travel

Employees must limit non-essential business travel. Employees required to travel must follow these and [CDC travel guidelines](#) to protect themselves and others during their trip.

Employees who travel for personal reasons are expected to comply with the guidelines in place at the time of return of the [DuPage County Health Department](#) as well as those of the health department of the county in which they reside. Employees are encouraged to discuss personal travel plans with their supervisor in advance of travel. In the event an employee must quarantine following travel for personal reasons, they must discuss with their supervisor to determine if remote work is available. If remote work is not available, the supervisor and employee should contact the Office for Human Resources to discuss options.

## Human Resource Policies

The College's HR Policies are intended to address general situations as well as those specific to the return to campus-based work. Below are some anticipated situations, with information on the application of College policy.

Supervisors are encouraged to work with employees on flexible and remote work options where possible, in response to situations related to COVID-19. Employees and supervisors should reach out to the Office of Human Resources for guidance, as necessary.

### Using Sick Leave

In addition to the standard [sick leave policy](#), employees providing appropriate documentation may use sick leave for the following COVID-19 related reasons:

- Considered to be in a [high risk](#) category
- Living in the same household with someone who is in a [high risk](#) category
- Needing to quarantine or self-isolate
- Having tested positive for COVID-19

In the event an employee exhausts their sick leave balance, the College will provide **expanded sick leave** for these COVID-19 related reasons. Expanded Sick Leave does not apply to other health conditions.

### Unable to Return to Campus-Based Work Due to Childcare Issues

Employees who are unable to come to work due to a lack of available childcare created by the pandemic (e.g. school or daycare is closed) should discuss remote work options with their supervisor. If remote work is not available, the supervisor and employee should contact the Office for Human Resources to discuss options.

### Generalized Concern about Coming to Work on Campus

The College is putting guidelines in place to protect the health and safety of the community, and will abide by the recommendations of all public health authorities. It is understood that despite these measures, some employees may remain concerned. Employees should discuss any concerns with their supervisor to determine if flexible or remote work options are available. If remote work is not available, the supervisor and employee should contact the Office for Human Resources to discuss options.

### Reassignment of Job Duties

If an employee is unable or not needed to perform usual work duties, they may:

- Be reassigned to another position
- Have a change in their responsibilities and expectations
- Be placed on furlough (i.e. temporary unpaid leave)



## Additional Employee Resources

[North Central College COVID-19 Reporting Form](#)

[Centers for Disease Control and Prevention](#)

[World Health Organization \(WHO\)](#)

[Illinois Department of Public Health](#)

[DuPage County Health Department](#)

[North Central College](#)

[Dyson Wellness Center](#)

[Perspectives Employee Assistance Program \(EAP\)](#)

Username – NCC700

Password: perspectives

