



LEBANON VALLEY COLLEGE

Returning to Campus after **COVID-19**

RETURNING TO CAMPUS AFTER COVID-19

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GUIDING PRINCIPLES

Lebanon Valley College's students, faculty and staff are at the center of everything we do and every decision we make. The College's policies and protocols for responding to the COVID-19 pandemic are rooted in protecting the health and safety of all our students, faculty, staff, and all visitors to the Lebanon Valley College campus.

The primary goal for College's response to the COVID-19 pandemic is to protect the health and safety of our students, faculty, staff, and all visitors to Lebanon Valley College while continuing the College's vital mission.

The College's plans of re-opening the College will align and coordinate with the State of Pennsylvania's Phased Reopening Plan, the federal government's (Opening Guidelines), the Centers for Disease Control and Prevention, The Pennsylvania Department of Health, and the College's CIEMT.

Our knowledge and understanding of the COVID-19 virus continues to evolve, and our policies and plans will be updated as appropriate as more information becomes available.

WORKPLACE EXPECTATIONS AND GUIDELINES

All faculty and staff are expected to fully comply with the policies, protocols and guidelines outlined in this document as part of LVC's Workplace Expectations and Guidelines. Working together we can mitigate risk for each other and the students we serve.

Symptom Monitoring Requirement

Faculty and staff who have been approved to return to work on campus **must** conduct their own symptom monitoring **every day** before reporting to work. You must be free of **ANY** symptoms potentially related to COVID-19 or have had evaluation **and** clearance by your healthcare provider to be eligible to report to work.

Currently these symptoms include one or more of the following:

- Cough
- Shortness of Breath or difficulty breathing
- Fever (100.4° or higher)
- Chills or repeated shaking with chills
- Runny nose or new sinus congestion
- Muscle pain
- Headache
- Sore throat
- Fatigue
- UGI issues
- New loss of taste or smell

If you have any symptoms, you must call your healthcare provider and follow their instructions. Please refer to the LVC's Pandemic and Communicable Disease Policy for information on self-isolation and return to work policies. You must also wear a face mask to avoid possible virus transmission to others.

According to the CDC, individuals with certain conditions may have a higher risk for COVID-19 infection. Those conditions may include:

- Individuals aged 65 years and older
- Liver Disease
- Chronic Lung Disease or moderate to severe asthma
- Diabetes
- Serious Heart Conditions
- Chronic kidney disease treated with dialysis
- Severe obesity (BMI of 40 or higher)
- Those immunocompromised (cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, HIV/AIDS, prolonged use of corticosteroids or other immune weakening medications)

Faculty and staff who have been approved to return to work on-campus and have concerns about doing so due to a medical condition that places them in a higher risk group, or those who wish to seek ADA reasonable accommodations related to returning to work on-campus should contact Human Resources.

PHASED STAFFING

Lebanon Valley College will phase in a return of staff in a coordinated process to ensure appropriate physical distancing, availability of PPE (personal protective equipment) and testing capabilities for COVID-19.

The College will assess expanded staffing based 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 division leaders.

The need to reduce the number of people on campus to meet physical distancing requirements may continue. Some functions that can effectively work remotely may be approved to continue to do so until restrictions are eased for larger gatherings.

Expanded staffing will be controlled and coordinated to mitigate potential risks and ensure the safety of faculty, staff, and the students we serve. No division or department should increase staffing levels beyond current needs to support critical on-site operations without approval from your respective division leader. Once decisions to expand on-site staffing in certain areas have been made, employees must follow the policies and protocols detailed in this handbook for returning to work on campus.

As staffing on-site increases and operations expand, the College's Critical Incident and Emergency Management Team (CIEMT) will closely monitor and assess the potential spread of the virus, as well as existing mitigation policies and procedures. Testing will be a critical

part of assessing the impact of increased staffing. If localized outbreaks emerge, tighter restrictions and reduced staffing may need to be implemented.

Staffing Options

Once employees have been approved to return to work on-campus, there are several options departments may consider to maintain required physical distancing measures to reduce population density within buildings and workspaces. Staffing options must be approved by the division leader and Human Resources.

Remote Work: Those who can work remotely to fulfill some or all of their job responsibilities may be asked to continue to do so to reduce the number of individuals on campus and the potential spread of the COVID-19 virus. Work may be scheduled for full or partial days/weeks 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: The beginning and end of the workday typically brings many people together at common entry/exit points of buildings. Staggering reporting and departing times by at least 30 minutes will reduce traffic in common areas to meet physical distancing requirements. (See Enter/Exit Controls for further details).





HEALTH AND SAFETY GUIDELINES

Personal Safety Practices

Facemasks/Cloth Face Coverings: Face masks or 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 areas, meeting rooms, classrooms, etc.). Appropriate use of face masks or coverings is critical in minimizing risks to others near you. You could spread COVID-19 to others even if you do not feel sick. The mask or cloth face covering is not a substitute for physical distancing.

All faculty and staff are expected to provide their own face coverings/masks. Disposable masks will be available in Human Resources or Public Safety if a face covering has been misplaced. Disposable masks should only be worn for one day and then must be disposed of properly. Cloth face coverings should only be worn one day at a time and should be properly laundered before use again. Having a weeks' supply of cloth face coverings can help reduce the need for daily laundering.

See details regarding mask use and care below.

Type and Intended Use of Facemasks				
Type	Cloth Facemasks 	Disposable Facemasks 	Medical-Grade Surgical Masks 	N95 Respirator 
Description	Home-made or commercially manufactured face coverings that are washable and help contain wearer's respiratory emissions	Commercially manufactured masks that help contain the wearer's respiratory emissions	FDA-approved masks to protect the wearer from large droplets and splashes; helps contain wearer's respiratory emissions	Provide effective respiratory protection from airborne particles and aerosols; helps contain wearer's respiratory emissions
Intended Use	Required for campus community while in classrooms, offices, general work areas, buildings, and areas where 6' physical distancing cannot be consistently maintained. Must be replaced daily. (While necessary for entering and departing, not required when working alone in an office or large work area).		These masks are reserved for healthcare workers and other areas with task-specific hazards.	

Use and Care of Face Coverings / Disposable Masks

Putting on the face covering/disposable mask

- Wash hands or use hand sanitizer prior to handling the face covering/disposable mask
- Ensure the face-covering/disposable mask fits over the nose and under the chin
- Situate the face-covering/disposable mask properly with nose wire snug against the nose (where applicable)
- Tie straps behind the head and neck or loop around the ears
- Throughout the process, avoid touching the front of the face covering/disposable mask

Taking off the face covering/disposable mask

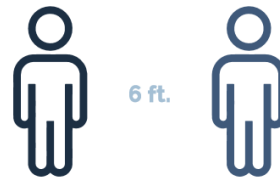
- Do not touch your eyes, nose, or mouth when removing the face covering/disposable mask
- When taking off the face covering/disposable mask, loop your finger into the strap and pull the strap away from the ear, or untie the straps
- Wash hands immediately after removing

Care, storage and laundering the face covering /cloth mask

- Keep face coverings/disposable mask stored in a paper bag when not in use
- Cloth face coverings may not be used more than once a day and must be washed after use
- Cloth face coverings should be properly laundered with regular clothing detergent before first use, and after each day
- Cloth face coverings should be replaced immediately if soiled, damaged (e.g. ripped, punctured) or visibly contaminated
- Disposable masks must not be used for more than one day and should be placed in the trash at the end of the day.

Physical (Social) Distancing: Keeping space between you and others is one of the best tools we have to avoid being exposed 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 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. Faculty and staff working on-campus should follow these physical distancing practices:

- Always stay at least 6 feet (about 2 arms' length) from other people
- Do not gather in groups
- Stay out of crowded places and avoid large gatherings
- Avoid contact/handshaking



Handwashing: 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.



Gloves: Some facilities staff and others working in high-risk areas will use gloves as part of PPE (Personal Protective Equipment), but according to the CDC, gloves are not necessary for general use and do not replace good hand hygiene. Washing your hands often is considered the best practice for common everyday tasks.

Goggles/Face Shields: Faculty and staff do not need to wear goggles or face shields as part of general activity on campus. Good hand hygiene, wearing a face mask and avoiding touching your face are generally sufficient for non-healthcare environments.

Personal Responsibility for Disinfection: While Facilities Services will continue to clean office and workspaces based on CDC guidelines, additional care should be taken to wipe down commonly used surfaces. Before starting work and before you leave any room in which you have been working, you must wipe down all work areas with the disinfectant provided by Facilities Services. This includes any shared work areas or equipment (e.g. copiers, printers, computers, A/V and other electrical equipment, coffee makers, desks and tables, light switches, doorknobs, etc.).

Coughing/Sneezing Hygiene: If you are in a private setting and are not using 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. 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 a hand sanitizer that contains at least 60% alcohol.



Employees with COVID-19 Symptoms

If you have a fever (100.4° or higher), cough or other COVID-19 symptoms, call your supervisor, notify Human Resources and stay home from work.

- **If your condition worsens or you have trouble breathing, get medical attention right away.**
- Keep track of your symptoms.
- **Stay home.** Most people with COVID-19 have mild illness and can recover at home without medical care.
- Take care of yourself. **Get rest and stay hydrated.** Take over the counter medicine, such as acetaminophen, to help you feel better.
- While at home, separate yourself from others as much as possible. Stay in a specific room and away from other people and pets. If possible, you should use a separate bathroom. If you need to be around others in your home, wear a face covering.
- Follow all good hygiene practices.
- Avoid sharing personal household items.
- Clean all “high touch” surfaces every day.
- **If you have not had a test** to determine if you are contagious, you can return to work after these three things have happened:

1. You have had no fever for at least 72 hours (three full days of no fever **without** the use of medicine that reduces fevers)
AND
2. other symptoms have improved (for example, when your cough or shortness of breath have improved)
AND
3. at least 10 days have passed since your symptoms first appeared.

Employees who have Tested Positive for COVID-19

Employees testing positive for COVID-19 who have home isolated can return to work under the following conditions** **and** with clearance by your healthcare provider:

1. You have had no fever for at least 72 hours (three full days of no fever **without** the use of medicine that reduces fevers)
AND
2. other symptoms have improved (for example, when your cough or shortness of breath have improved)
AND
3. at least 10 days have passed since your symptoms first appeared.
AND
4. you are cleared by your healthcare provider.

In all cases, **follow the guidance of your doctor and local health department. The decision to stop home isolation should be made in consultation with your healthcare provider and state and local health departments. Some people, for example those with conditions that weaken their immune system, might continue to shed virus even after they recover.

GUIDANCE FOR SPECIFIC WORKPLACE SCENARIOS

Public Transportation: If you take public transportation to work, wear a mask before entering the bus and avoid touching surfaces with your hands. Upon disembarking, wash your hands or use hand sanitizer with at least 60% alcohol as soon as possible and before removing your mask.

Working in Office Environments/Meeting Rooms: If you work in an open office environment/meeting rooms, be sure to maintain at least 6 feet distance from others. In an office environment, if possible, have at least one workspace separating you from another co-worker. You should always wear a face mask or face covering while in a shared workspace or meeting room.

- Each department should assess its work environment and meeting rooms to institute measures to physically separate and increase distance between others, such as:
 - Place visual cues such as floor decals, colored tape, or signs to indicate to visitors where they should stand while waiting.
 - Place one-way directional signage for large open workspaces with multiple through-ways to increase distance between those moving through the space.
 - Consider designating specific stairways for up or down traffic if building space allows.

If you work in an office, no more than one person should be in the same room unless the required 6 feet of distancing can be consistently maintained. If more than one person is in a room, masks/face coverings should always be worn.

Masks/face coverings should be worn in all reception/receiving areas. Masks/face coverings should be used when inside any building/room where others are present, including walking in narrow hallways where others travel and in break rooms, meeting rooms and other meeting locations.

Using Restrooms: Use of restrooms may 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.

Using Elevators: No more than one person may enter an elevator at a time, so please use the stairs whenever possible. If you are using an elevator, wear your mask or face covering and avoid touching the elevator buttons with your exposed hand/fingers, if possible. Wash your hands or use hand sanitizer with at least 60% alcohol upon departing the elevator.

Meetings: Convening in groups increases the risk of viral transmission. Where feasible, meetings should be held in whole or part using the extensive range of available collaboration tools (e.g. Zoom, WebEx, Microsoft Teams, telephone, etc.).

In person meetings are limited to the restrictions of local, state, and federal orders and currently should not exceed 50 % of a rooms 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 cues in meeting rooms to support physical distancing practices.

While on-campus, you are encouraged to communicate with your colleagues as needed by email, text message, telephone, or other available technology, rather than face-to-face. You can also use a range of available collaboration tools (e.g. Zoom, WebEx, Microsoft Teams, etc.)

Meals: Before and after eating, you should wash your hands thoroughly to reduce the potential transmission of the virus. If dining on campus, you should wear your mask / face covering until you are ready to eat and then replace it afterward. Faculty and staff are encouraged to take food back to their office area or eat outside, if possible.

If you are eating in your work environment (break room, office, etc.), maintain 6 feet distance between you and others. Individuals should not sit facing one another. Only remove your

mask or face covering to eat, then put it back on. Departments should remove or rearrange chairs and tables or add visual cues in rooms to support physical distancing. Wipe all surfaces, including tables, refrigerator handle, coffee machine, doorknobs, etc. after using in common areas.

MENTAL AND EMOTIONAL WELLBEING

This is an incredibly stressful time for all members of the LVC community. If you need help, please do not hesitate to reach out to Human Resources or the College's **WellSpan Employee Assistance Program (EAP)**. EAP services are available for all employees and their dependents. Call 800.673.2514 or www.WellSpan.org/EAP for assistance.

ENTER / EXIT CONTROL

Facilities Services and Public Safety will identify usable building access points. Your department should coordinate arrival and departure times of employees to reduce congestion during typical "rush hours" of the day. Employee arrival and departure times should be scheduled in 30-minute increments, if possible, to reduce personal interactions at building access points, hallways, stairs, etc.

Once you have been approved to return to campus, you should report to work or depart from work through the designated building access point and at the designated time to limit the number of people entering and exiting buildings at any one time.

Please limit travel as much as possible to other buildings, departments, and floors on campus. Please use electronic communication and intra-campus mail as much as possible.

Visitors and guests are not permitted in most work areas during this time.

Violation of these guidelines may result in corrective action.

SIGNAGE AND POSTERS

Building occupants are expected to follow signage and traffic flow through building entrances, exits, elevator usage and similar common use areas.

Revised June 1, 2020 (ACH)

(Adapted from the Duke University, "Guide for Returning to the Workplace", May 13, 2020)