

## Considerations for Administrative Opening During Phase 2

- Follow college-wide and state-mandated protocols for social distancing, sanitization, and reporting
- Do not require people to come into the office unless necessary. Even if someone is in their office, meetings will still be conducted virtually whenever possible.
  - Each employee must coordinate with their supervisor when they plan to come to their office.
    - Supervisor will approve/keep a schedule of physical campus work hours.
  - Possible rotation in work schedules for offices in close proximity.
  - Potential to continue to work remotely if employees feel unsafe or vulnerable.
- If an employee working on campus has traveled or plans to travel outside of the Southern Tier/Northern Tier region, they must report this information to their supervisor prior to returning to campus after the travel.
- Non-employees should not be entering any campus buildings at this time. If possible, try to schedule Zoom\Google meet sessions.
- Screening - during Phase 2, we will use a self-report system that includes logging temperature, respiratory symptoms, nausea & diarrhea, travel, contacts, and taste & smell.
  - Every employee needs to schedule a baseline screening with the Clarke Health Center on the first day they return to campus. Contact Wendy Fiscus to schedule an appointment.
  - Individual employees will keep an electronic self-report log.
  - Self-Monitor your health, and stay home if necessary.
  - IF YOU DON'T FEEL WELL, STAY HOME. Employees do not need to report a sick day if they are working from home. Only report a sick day if you are so sick that you cannot complete your normal work from home.
  - Quarantine yourself if someone in your household exhibits symptoms or you are exposed to someone positive for COVID-19. Report this to your supervisor.
- Minimize face-to-face meetings by using email, Zoom, Google Meet, or the telephone
  - If in-person meetings must take place, no more than 10 people gathered in an oversized room to allow for a distance of at least 6 feet between participants.
  - Even if we are in our offices, meetings will remain remote or in a wide open space where distancing can be maintained.
  - Face coverings are recommended during indoor, face-to-face meetings.
- Try to minimize your footprint on campus by only entering buildings/rooms that are absolutely necessary for work.
- Keep your office as clean and sanitized as possible to minimize exposure to B&G / cleaning staff.
  - Remove trash from your own office.
  - Coordinate with Jeff Marvin to alleviate stress on B&G and cleaning schedules. Keep a schedule of when people are in the office. Share this information with Jeff Marvin.
  - Sanitizing wipes are available for each office through B&G to self-sanitize.

- Personal hygiene is of utmost importance. Wash your hands frequently and keep a supply of sanitizing cleaners in your personal workspace for regular use.
- Masks/face coverings are to be worn when in common spaces, even if just walking through, whenever maintaining social distancing isn't possible, and when interacting with the public. **If you do not have a mask, please contact Wendy Fiscus at the CHC for one.**
  - Wear masks/face coverings when you are out and about campus if there is a chance that social distancing cannot be maintained.
  - Maintain a schedule of hand washing\ sanitizing.
  - Do not share keyboards or telephones. If not possible, sanitize between uses.

**Be sure to contact your supervisor about your plans for working on campus by June 1st**