

## **Appendix B. COVID-19 Back to Work Policies**

### *Interim Human Resource Policies, Procedures and Guidelines during COVID-19*

1. Overview
2. Entry Requirements & Screening Procedures for Return to Work during COVID-19
3. Paid Sick Leave Policy during COVID-19
4. Benefits Resources during COVID-19
5. Interim Travel Policy during COVID-19
6. Social Distancing Guidelines during COVID-19
7. Personal Protective Equipment (PPE) Protocols during COVID-19
8. Cleaning and Disinfecting Guidelines
9. Contact Tracing Procedure
10. Protocols for Positive Diagnosis or Exposure during COVID-19
11. COVID-19 Guidelines for Health Care Providers and First Responders
12. COVID-19 Enforcement Procedure

## Overview

Clarkson continues to place the highest priority on the health, safety and wellbeing of its faculty, staff and students; as well as the wider community. We, therefore, continue to closely monitor the outbreak of the coronavirus disease 2019 (“COVID-19”) in collaboration with the St. Lawrence County Health Department, local health and safety experts, NYS Department of Health and Department of Education, the US Centers for Disease Control and Prevention, as well as the NY State Department. It is an evolving and dynamic situation, so our response to it may change, as required.

The effects of the pandemic have challenged all of us: sustained social distancing and isolation, state-wide school closures, travel bans and the closure or curtailment of non-essential businesses and services not to mention concerns about our own health and the health of our loved ones. While most faculty and staff shifted to remote work when the pandemic was declared in March 2020, others have been sustaining the essential on-campus services that help to protect the Clarkson campus and community.

There are Four Phases to reopening New York State. As Clarkson University campuses are impacted by the state reopening, communication will be posted accordingly. For more information on Reopening New York State, please visit: <https://forward.ny.gov/industries-reopening-phase>.

The following workplace policies were created to provide guidance and directives about how to sustain productive work and how to return to campus given these highly disruptive changes. Not every question has been answered, nor every situation anticipated. Please consult with managers, leaders and Human Resources as needed.

Employees will be contacted by their managers when they are able to return to work. All employees need to follow the protocols and guidelines to ensure their own protection and the protection of their co-workers.

Clarkson University is taking steps to best decrease the spread of COVID-19 and lower the impact in our workplace. These include activities to prevent and reduce transmission among employees and students, to maintain healthy business operations, and maintain a healthy work environment.

### Most Important Actions to Take Now

- Follow public health and government advice about staying safe at home, and continue basic preventive measures (<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>).
- Plan to work remotely if your job duties permit. Your supervisor will work directly with you on your individual return to campus plan.
- Please report a presumptive or confirmed COVID-19 diagnosis to your Health Care Provider and to Human Resources by contacting the Chief Human Resources & Deputy Chief Inclusion Officer by phone 315.268.3788 or email [amcgaher@clarkson.edu](mailto:amcgaher@clarkson.edu).
- Know the signs of COVID-19, as compared to other illnesses (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>). If you become ill at work, contact your supervisor and go home. If you become ill at home, contact your supervisor and continue to stay home. Contact your Health Care Provider to seek advice.
- Foster your own mental health, wellbeing and resilience. Contact the Employee Assistance Program at [www.mycigna.com](http://www.mycigna.com) (Employer ID: clarksonu) or by calling 1-877-622-4327 for help with feelings of stress or anxiety.

- For employees with a compromised immune system or over the age of 70 please refer to NY State's Matilda's Law (<https://www.governor.ny.gov/news/governor-cuomo-signs-new-york-state-pause-executive-order>).

Employees are required to know and adhere to the workplace policies, procedures and guidelines described here, which apply to all faculty and staff, whether you are working remotely, or working on campus to provide essential services.

All COVID-19 policies are in conjunction with other University policies and procedures that are currently in the Operations Manual, <https://confluence.clarkson.edu/display/UPR/Operations+Manual>. Clarkson University reserves the right to revise, supplement, rescind, or deviate from any policies or procedures from time to time, as it deems appropriate, in its sole and absolute discretion, and with or without advance written notice.

**Please contact Human Resources at [Clarksonhr@clarkson.edu](mailto:Clarksonhr@clarkson.edu) or 315.268.6497 with questions related to policy. You may also contact Erica Arnold, Environmental Health & Safety Manager at [earnold@clarkson.edu](mailto:earnold@clarkson.edu) or 315-268-6640.**

## Entry Requirements and Screening Procedures for Return to Work during COVID-19

Date: July 16, 2020

Status: Active

<b>Procedure Type:</b>	University
<b>Contact Office:</b>	Human Resources
<b>Oversight Executive:</b>	Chief Human Resources & Deputy Chief Inclusion Officer
<b>Applies To:</b>	This Procedure applies to all Faculty and Staff across all University departments, Institutes, Centers and Schools.
<b>Table of Contents:</b>	<ol style="list-style-type: none"> <li>1. Purpose</li> <li>2. Procedure</li> </ol>
<b>Purpose:</b>	To provide a safe working environment and decrease the potential of exposure/transmission of COVID-19.
<b>Procedures:</b>	<p><b>For approval to be on campus, ALL employees need to comply with the following procedures.</b> If any of the specified criteria for entry to work are <b>not</b> met, employees will <b>not</b> be allowed entry to work on campus <b>or</b> return to campus.</p> <ul style="list-style-type: none"> <li>● <b>Managers must approve which employees can return to work and be on campus</b> Managers need to work with Human Resources on the Restart Plan. Managers will be reaching out and talking to their teams about their return to work plan. Employees are encouraged to reach out to their supervisor for any questions, concerns or suggestions.</li> <li>● <b>Mandatory Training:</b> Employees will be required to complete Return to Work Safety Training prior to their return to review necessary actions and expectations while on campus. This <b>MUST</b> be completed to be allowed entry on campus.</li> <li>● <b>Daily Employee Health Screening Questionnaire:</b> <ul style="list-style-type: none"> <li>○ All incoming employees are required to complete a daily health screening questionnaire at the start of their work shift. This daily health screening is required to be reported correctly to confirm the health and exposure of all employees entering the campus. This can be done by one of the following methods: <ul style="list-style-type: none"> <li>● Using the following link: <a href="https://forms.gle/XD9LyTnzaB9swi9q9">https://forms.gle/XD9LyTnzaB9swi9q9</a>;</li> <li>● Scanning the QR code, which will be posted on the entrance to each building; or</li> <li>● Calling Human Resources (315-268-6497) during business hours or Campus Safety &amp; Security (315-268- 6666) after hours.</li> </ul> </li> <li>● All employees returning to campus must measure their body temperature daily at home with a thermometer and acknowledge that they do not have</li> </ul> </li> </ul>

a fever (temperature of 100.4 F or greater) in the above screening questionnaire before entry to campus.  
(<https://forms.gle/XD9LyTnzaB9swi9q9>).

- All employees are required to provide information and responses, which are accurate and true.

- **Entry and Exit Points to the University during this time:**

**Potsdam Hill Campus:**

Until further notice, all employees approved to be on campus must enter and exit through the Foster House entrance only from Clarkson Avenue.

**Campus Safety & Security Process:**

As individuals pull into campus at the Foster house entrance, Campus Safety & Security will:

- Check your Clarkson ID to verify that you are a Clarkson employee or student.
- Verify that you are approved to be on campus. This will be done by checking the daily approved employee list or by verifying that you have a green sticker on the back of your Clarkson ID.
- Verify that you have completed your daily health screening.

**Potsdam Downtown Campus:**

For Downtown campus, due to the distributed nature of the buildings in the downtown area, there is no central check-in for those who will be using these facilities. All employees who will be returning to Old Main, Clarkson Hall, Peyton Hall, or the Facilities building must be trained, masked, and approved for return to campus just as with any other employee. All employees must go through a screening before and at the end of their time on campus.

**CRC and Beacon Campus:**

Employees will enter through the front doors and exit from the side/back doors.

- **Clarkson Daily Interactions Survey:**

When an employee leaves campus for the day, they will be required to fill out the following Clarkson Daily Interactions Survey to document their interactions for the day. The direct link to the form is <https://forms.gle/uhJ7Cd1T8YFnCisp8>. The link to this form can also be found under the Quick Link tab "COVID-19 Screenings" on the intranet home page.

**Employees may NOT report to work or enter any building if:**

- They have symptoms of a respiratory illness, such as a temperature of 100.4°F or greater, cough, trouble breathing, or otherwise feel ill.
- They have tested positive for COVID-19 within the last 14 days.
- They have knowingly been in close (within 6 feet) or proximate (same enclosed environment, such as an office, but greater than 6 feet) contact with anyone who has tested positive for COVID-19 or who has or had symptoms of COVID-19 within

	<p>the past 14 days.</p> <ul style="list-style-type: none"> <li>• They have <b>not</b> been approved to return to work yet.</li> <li>• They or anyone they live with has traveled outside of the approved areas.</li> </ul> <p><b>Approved areas:</b> Any area within New York State that is in Phase 2 or greater. As the State Executive orders change, these approved areas may change.</p> <p><b>Campus County locations</b> (<a href="https://www.ny.gov/counties">https://www.ny.gov/counties</a>):</p> <ul style="list-style-type: none"> <li>• <b>North Country</b> - Includes Clinton County, Essex County, Franklin County, Jefferson County, Lewis County, Hamilton County and St. Lawrence County in NY State.</li> <li>• <b>Capital Region</b> - Includes Albany County, Columbia County, Fulton County, Greene County, Montgomery County, Rensselaer County, Saratoga County, Schenectady County, Schoharie County, Warren County, and Washington County in NY State.</li> <li>• <b>Beacon</b> - Includes Ulster County, Dutchess County, Sullivan County, Orange County, Putnam County, Rockland County and Westchester County in NY State.</li> </ul>
<b>Related Information:</b>	Please refer to related FAQs: <a href="https://intranet.clarkson.edu/wp-content/uploads/COVID-19-Entry-and-screening-procedures-FAQs-1.pdf">https://intranet.clarkson.edu/wp-content/uploads/COVID-19-Entry-and-screening-procedures-FAQs-1.pdf</a>
<b>Next Scheduled Review:</b>	
<b>Approved By, Date:</b>	Amy McGaheran, Chief Human Resource Officer and Deputy Chief Inclusion Officer
<b>Revision History:</b>	

**COVID-19 Paid Sick Leave Policy**

Date: July 16, 2020

Status: Active

<b>Policy Type:</b>	University
<b>Contact Office:</b>	Human Resources
<b>Oversight Executive:</b>	Chief Human Resources & Deputy Chief Inclusion Officer
<b>Applies To:</b>	This Policy applies to all Faculty and Staff across all University departments, Institutes, Centers and Schools.

<b>Table of Contents:</b>	<ol style="list-style-type: none"> <li>1. Policy Purpose</li> <li>2. Definitions</li> <li>3. Policy Summary</li> <li>4. Policy Statement</li> <li>5. Procedure</li> </ol>
<b>Policy Purpose:</b>	This policy provides employees additional paid sick leave in accordance with the New York State and local applicable laws and guidelines during this COVID-19 pandemic.
<b>Definition of Terms:</b>	<p><b>Isolation</b> – Isolation is used to separate people infected with the virus (those who are <i>sick</i> with COVID-19 and/or those with no symptoms) from people who are not infected. People who are in isolation should stay home until <a href="#">it is safe for them to be around others</a>. In the home, anyone sick or infected should separate themselves from others by staying in a specific “sick room” or area and using a separate bathroom (if available).</p> <p><b>Quarantine</b> – Quarantine is used to keep someone who might have been <i>exposed</i> to COVID-19 away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department.</p> <p><b>Approved areas for travel:</b> Any area within New York State that is in Phase 2 or greater. As the State Executive orders change, these approved areas may change.</p> <p><b>Campus County locations</b> (<a href="https://www.ny.gov/counties">https://www.ny.gov/counties</a>):</p> <ul style="list-style-type: none"> <li>● <b>North Country</b> - Includes Clinton County, Essex County, Franklin County, Jefferson County, Lewis County, Hamilton County and St. Lawrence County in NY State</li> <li>● <b>Capital Region</b> - Includes Albany County, Columbia County, Fulton County, Greene County, Montgomery County, Rensselaer County, Saratoga County, Schenectady County, Schoharie County, Warren County, and Washington County in NY State</li> <li>● <b>Beacon</b> - Includes Ulster County, Dutchess County, Sullivan County, Orange County, Putnam County, Rockland County and Westchester County in NY State</li> </ul> <p><b>Symptoms of COVID-19</b> include (but are not limited to):</p> <ul style="list-style-type: none"> <li>● Cold or flu-like symptoms (fever, cough, difficulty breathing, chills, sore throat, muscle pain, diarrhea and persistent loss of smell or taste).</li> <li>● Emergency warning signs for COVID-19 include, but are not limited to trouble breathing, persistent pain or pressure in the chest, new confusion, inability to wake or stay awake, bluish lips or face. Seek medical attention immediately if you or a family member are experiencing any of these symptoms.</li> </ul> <p>Visit <a href="https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html">https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html</a> for a list of current symptoms.</p> <p>Anyone with flu-like symptoms should contact their Primary Care Provider. Your Primary Care</p>

	<p>Provider will help you determine whether to get assessment or treatment. Medical professionals are best equipped to offer advice based on factors such as how direct or indirect an individual's contact with coronavirus was, recent travel history, an individual's personal health history, and any symptoms that person may be experiencing.</p>
<p><b>Policy Summary:</b></p>	<p>This policy covers leave benefits and procedures during COVID-19, issued by the state of New York, the Department of Health, local board of health, or any government entity duly authorized to issue such an order due to COVID-19. This policy describes the mechanism and procedures for eligible employees to access the paid sick leave during this time.</p>
<p><b>Policy Statement:</b></p>	<p><b>This policy is in accordance with the NY state and government issued mandate for sick leave.</b></p> <p>If an employee is under a mandatory or precautionary order of quarantine or isolation issued by the state of New York , the Department of Health, local board of health, or any government entity duly authorized to issue such order due to COVID-19, Clarkson University (having 100 or more employees as of 1/1/2020) must provide the employee with at least <b>14 days of paid sick leave</b>. The number of paid days is calendar days, and the pay required represents the amount of money that the employee would have otherwise received for the 14 day period.</p> <ul style="list-style-type: none"> <li>● Per NYS, if the employee is sick but is able to work through remote access or other means during that time; they need to work remotely and are not eligible for this 14 days of paid sick leave.</li> <li>● For employees who are sick and not able to work through remote access or other means during that time; they are eligible to be paid for these 14 days of paid sick leave.</li> <li>● 14 days are paid at the current hourly wage applicable to all eligible employees based on the number of hours worked.</li> <li>● 14 days paid sick leave are in addition to and does not use an employee's accrued vacation, sick or special personal days for staff.</li> <li>● For COVID-19 related illnesses, Faculty are entitled to these NYS mandated 14 days paid sick leave. For other non COVID-19 related leaves, please see Operations Manual 4.2.2.</li> <li>● Employees will have job protection for the duration of the quarantine or isolation period.</li> <li>● Employees may also use these 14 days paid sick leave to care for a dependent or family member who is issued a mandate by the department of health or government entity to isolate or quarantine.</li> </ul> <p>Employees can refer to the following link for further information:  <a href="https://paidfamilyleave.ny.gov/COVID19">https://paidfamilyleave.ny.gov/COVID19</a></p> <p>This policy runs in conjunction with the current Family and Medical Leave Act (FMLA) and other University applicable policies.</p> <p><b>Exclusions to this policy:</b></p> <ul style="list-style-type: none"> <li>● If the employee has been in contact with anyone who was exposed to or has the coronavirus, or if the employee or anyone they live with has traveled for</li> </ul>

personal reasons outside the approved areas, Clarkson University will

	<p>require the employee to self-quarantine for 14 days.</p> <p>Employees will be required to <b>use their personal time</b> (sick, vacation and special personal days) as per general Clarkson University policies (Refer to Operations Manual OM 8.3.5., 8.3.10, 8.3.11 using the link <a href="https://confluence.clarkson.edu/display/UPR/OM+8.3.0+Fringe+Benefits+-+Administrative%2C+Supervisory%2C+and+General+Staff">https://confluence.clarkson.edu/display/UPR/OM+8.3.0+Fringe+Benefits+-+Administrative%2C+Supervisory%2C+and+General+Staff</a>) to cover this time off. If the employee is able to work through remote access or other means during isolation or quarantine, they will not need to use their personal time.</p> <ul style="list-style-type: none"> <li>● Employees are not eligible for this COVID-19 Leave if they independently decide to quarantine.</li> <li>● Paid Sick Leave and Disability benefits are <b>not</b> available for a child’s school closure due to COVID-19.</li> <li>● Employees are not eligible for this NYS mandated COVID-19 Leave if they voluntarily traveled to a country with level two or three-health notice, out-of-state to a travel restricted area or any other local unapproved areas.</li> <li>● If an employee is approved to travel on essential University travel outside of an approved area, they will need to self-quarantine. This will be paid time and if they are able to work through remote access or other means during that time; they will be required to continue to work.</li> </ul>
<p><b>Procedures:</b></p>	<p><b>Who to Inform:</b> Employees must notify their supervisors and Human Resources immediately once issued by a government entity to isolate and/or quarantine or if they come down with symptoms of the coronavirus.</p> <p><b>Childcare:</b> Clarkson understands that childcare during this time is difficult. If the employee is unable to return to work because they are caring for their child(ren) whose school or place of care is closed, or whose child care provider is unavailable due to COVID-19; <b>not a result of isolation or quarantine</b>, they need to inform their supervisor to discuss the options. Human Resources is also available to discuss options.</p> <ul style="list-style-type: none"> <li>● <b>If you are unable to work</b> as a result of <b>actively caring</b> for dependents and it is not related to COVID-19, you can use your available sick, vacation or special personal days to cover that time.</li> <li>● <b>If you are able to work remotely</b> then you will not need to use your available sick, vacation or special personal days to cover that time and should continue to work remotely. <ul style="list-style-type: none"> <li>○ Supervisor approval needed.</li> </ul> </li> <li>● <b>If the University has work available for your position:</b> <ul style="list-style-type: none"> <li>○ You may be approved to continue working remotely full-time, part-time or a flexible schedule. Ex: Work on campus M/W/F and home T/TH or half day on campus half day at home.</li> <li>○ Some positions may require that you need to return to work on campus.</li> <li>○ If you need to make alternate childcare or other arrangements, the University will try to accommodate a temporary schedule until those plans are made for a reasonable amount of time.</li> <li>○ Supervisor and Human Resources approval needed.</li> </ul> </li> </ul>

**How to Submit a Paid Sick Leave Claim:**

Employees are required to follow the below steps to submit a claim for Paid Sick Leave and/or disability benefits when they are under a mandatory or precautionary order of isolation or quarantine.

**Step 1 – Collect the Required NYS Forms and Documents**

Forms will be provided to you by Human Resources or can be found by visiting <https://paidfamilyleave.ny.gov/COVID19>

- If You Are Quarantined Yourself –
  1. Request for Paid Family Leave (Form PFL-1)
  2. Request for COVID-19 Quarantine DB/PFL – Self (Form SCOV19)
- If Your Minor Dependent Child is Quarantined –
  1. Request for Paid Family Leave (Form PFL-1)
  2. Request for COVID-19 Quarantine PFL – Child (Form CO VID19)
- Family Care and COVID-19 –
  1. Request for Paid Family Leave (Form PFL-1)
  2. Release of Personal Health Information Under the Paid Family Leave Law (Form PFL-3)
  3. Health Care Provider Certification for Care of Family Member with Serious Health Condition (Form PFL-4)

**Step 2 - Complete the Required NYS Forms**

- Fill out your section of the forms and Clarkson University will complete employer sections.

**Step 3 – Submit Completed NYS Forms**

- To encourage social distancing, please submit the completed forms to Human Resources either by emailing [clarksonhr@clarkson.edu](mailto:clarksonhr@clarkson.edu) or by campus mail to CU Box 5542.
- Human Resources will forward the forms to Cigna for approval processing.

For questions or assistance please contact Human Resources at [clarksonhr@clarkson.edu](mailto:clarksonhr@clarkson.edu) or call **315-268-6497 option #2** for the Benefits Manager or directly to **315-268-2222**.

**All employees are required to comply with the following:**

- Everyone needs to complete the Self-Health Screening questionnaire daily, before reporting to work. (<https://forms.gle/XD9LyTnzaB9swi9q9>)
- Employees should be able to recognize the symptoms associated with COVID-19. To see the list of current symptoms, employees can visit <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symp-toms.html>.
- If anyone is experiencing symptoms of COVID-19, they should **not** come to work and need to notify their supervisor and/or Human Resources immediately by email or phone.
- Employees should monitor their symptoms and consult with their personal healthcare provider, as needed.

**Filing a complaint:**

If the employer does not provide the required paid sick leave, the employee has recourse to file a complaint with the NYS Department of Labor through the following link:

<https://labor.ny.gov/workerprotection/laborstandards/coronavirus-complaints.shtm>

	Please note that this policy is subject to change as the public health situation evolves and in accordance with the federal, state and local laws and guidelines.
<b>Related Information:</b>	<ul style="list-style-type: none"> <li>• Novel Coronavirus (COVID-19) Paid Sick Leave Hotline 844-337-6303</li> <li>• COVID-19 Emotional Support Hotline for Mental Health Counseling 800-863-9314</li> <li>• Please refer to related FAQs: <a href="https://intranet.clarkson.edu/wp-content/uploads/COVID-19-Paid-Sick-leave-FAQs-2-1.pdf">https://intranet.clarkson.edu/wp-content/uploads/COVID-19-Paid-Sick-leave-FAQs-2-1.pdf</a></li> </ul>
<b>Next Scheduled Review:</b>	
<b>Approved By, Date:</b>	Amy McGaheran, Chief Human Resource Officer and Deputy Chief Inclusion Officer
<b>Revision History:</b>	

**Benefits Resources during COVID-19**

Date: July 16, 2020

Status: Active

<b>Procedure Type:</b>	University
<b>Contact Office:</b>	Human Resources
<b>Oversight Executive:</b>	Chief Human Resources & Deputy Chief Inclusion Officer
<b>Applies To:</b>	This Policy applies to all Faculty and Staff across all University departments, Institutes, Centers and Schools.
<b>Table of Contents:</b>	<ol style="list-style-type: none"> <li>1. Purpose</li> <li>2. Policy</li> </ol>
<b>Purpose:</b>	To provide information on available health benefits and resources during COVID-19.
<b>Policy</b>	<p><b>Benefit Resources Related to COVID-19:</b></p> <ul style="list-style-type: none"> <li>• <b>UMR’s healthcare plan</b> provides comprehensive coverage for physical and mental health care. For more information visit <a href="http://www.umar.com">www.umar.com</a> or call 1-800-826-9781. The plan policy can also be viewed by logging into the BenefitSolver Portal under the reference center tab located at the top of the page. <ul style="list-style-type: none"> <li>○ UMR coverage includes <b>testing for COVID-19</b> at 100%.</li> <li>○ <b>UMR’s Tele-doc Telephonic Program:</b> Visit a certified medical doctor from home, office or on the go for non-emergency medical conditions. Common treatable conditions are but not limited to allergies, asthma, bronchitis,</li> </ul> </li> </ul>

	<p>cold/flu, diarrhea, ear infections, fever, headache, infections, insect bites, joint aches, rashes, sinus infections, skin infections and sore throat.</p> <ul style="list-style-type: none"> <li>○ <b>UMR’s Tele-doc Mental Health Services:</b> New to the program is mental health services for counseling sessions.</li> <li>○ In addition, due to COVID-19 the medical providers can offer guidance on your symptoms if COVID-19 related and provide you with what the next step should be like seeking local medical attention or self-quarantine for 14 days.</li> <li>○ \$10 co-pay at time of each call. Schedule an appointment by visiting <a href="http://www.teledoc.com">www.teledoc.com</a> or by calling 1-800-835-2362.</li> </ul> <p>*Must have UMR healthcare coverage to access the services offered by Tele-doc.</p> <ul style="list-style-type: none"> <li>● <b>OptumRX Pharmacy:</b> <ul style="list-style-type: none"> <li>○ Automatic extension for existing PA approvals for most chronic medications set to expire prior to May 1, 2020 for an additional 90 days and will be re-evaluated for further extensions as needed.</li> <li>○ Drugs with significant abuse potential (i.e., opioids) or those that are generally dosed for finite durations or intermittently (i.e., hepatitis agents, fertility agents) will follow normal process for renewals.</li> <li>○ Prior authorization requirements for ‘new’ prescriptions remain in place.</li> <li>○ <b>OptumRx Specialty Medications Extended Supply Distribution:</b> The Specialty Pharmacy will offer patients a one-time, 90-day supply of key chronic specialty medications (versus the traditional 30-day supply).</li> <li>○ Contact OptumRX by visiting <a href="https://www.optumrx.com/public/landing">https://www.optumrx.com/public/landing</a> or by calling 1-855-295-9136.</li> </ul> </li> <li>● <b>Cigna’s Employee Assistance Program (EAP):</b> Offers support, guidance and resources that can help you resolve personal issues and meet life’s challenges. Topics include but are not limited to alcohol/drug abuse, stress/anxiety with work/family, depression, emotional well-being, financial/legal concerns, grief/loss, identity theft/fraud, life improvement, child/elder care, personal achievement, relationship troubles, adoption, divorce, parenting and pet care. Other services offered: phone-based consultations, <b>face-to-face counseling</b>, crisis intervention, work/life balance and national networking. Schedule an appointment by visiting <a href="http://www.mycigna.com">www.mycigna.com</a> (Employer ID: clarksonu) or by calling 1-877-622-4327.</li> </ul>
<b>Related Information:</b>	<ul style="list-style-type: none"> <li>● Please refer to related FAQs: <a href="https://intranet.clarkson.edu/wp-content/uploads/COVID-19-Benefits-FAQs.pdf">https://intranet.clarkson.edu/wp-content/uploads/COVID-19-Benefits-FAQs.pdf</a></li> </ul>
<b>Next Scheduled Review:</b>	
<b>Approved By, Date:</b>	Amy McGaheran, Chief Human Resource Officer and Deputy Chief Inclusion Officer
<b>Revision History:</b>	

## Interim Travel Policy during COVID-19

Date: July 16, 2020

Status: Active

<b>Policy Type:</b>	University
<b>Contact Office:</b>	Human Resources
<b>Oversight Executive:</b>	Chief Human Resources & Deputy Chief Inclusion Officer
<b>Applies To:</b>	This Guideline applies to all Faculty and Staff across all University departments, Institutes, Centers and Schools.
<b>Table of Contents:</b>	<ol style="list-style-type: none"> <li>1. Purpose</li> <li>2. Definitions</li> <li>3. Policy Statement</li> <li>4. Procedures</li> </ol>
<b>Policy Purpose:</b>	<p>Travel increases the risks of exposure to the coronavirus for employees and our community. The U.S. Centers for Disease Control and Prevention (CDC) has issued a global level 3 warning (<a href="https://wwwnc.cdc.gov/travel/notices/warning/coronavirus-global">https://wwwnc.cdc.gov/travel/notices/warning/coronavirus-global</a>) to avoid nonessential travel, and continues to discourage domestic travel (<a href="https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-in-the-us.html">https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-in-the-us.html</a>).</p> <p>In addition, the U.S. State Department has issued a global level 4 health advisory (<a href="https://travel.state.gov/content/travel/en/traveladvisories/ea/travel-advisory-alert-global-level-4-health-advisory-issue.html">https://travel.state.gov/content/travel/en/traveladvisories/ea/travel-advisory-alert-global-level-4-health-advisory-issue.html</a>) not to travel.</p> <p>The United States has placed entry restrictions and governments worldwide have issued similar warnings, which can change without advance notice. Going forward, all travelers should expect additional disruptions as government agencies and Clarkson may expand or change restrictions based on the rapidly evolving public health situation.</p> <p>Clarkson University is committed to maintaining a safe work environment for all employees. In an effort to minimize the spread of COVID-19, the following travel-related policy is effective immediately and will remain in place until further notice.</p>
<b>Definitions of Terms:</b>	<p><b>Isolation</b> – Isolation is used to separate people infected with the virus (those who are <i>sick</i> with COVID-19 and those with no symptoms) from people who are not infected. People who are in isolation should stay home until <a href="#">it is safe for them to be around others</a>. In the home, anyone sick or infected should separate themselves from others by staying in a specific “sick room” or area and using a separate bathroom (if available).</p> <p><b>Quarantine</b> – Quarantine is used to keep someone who might have been <i>exposed</i> to COVID-19 away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department.</p> <p><b>Approved areas for travel:</b> Any area within New York State that is in Phase 2 or greater. As the</p>

	<p>State Executive orders change, these approved areas may change.</p> <p><b>Campus County locations</b> (<a href="https://www.ny.gov/counties">https://www.ny.gov/counties</a>):</p> <ul style="list-style-type: none"> <li>● <b>North Country</b> – Includes Clinton County, Essex County, Franklin County, Jefferson County, Lewis County, Hamilton County and St. Lawrence County in NY State.</li> <li>● <b>Capital Region</b>- Includes Albany County, Columbia County, Fulton County, Greene County, Montgomery County, Rensselaer County, Saratoga County, Schenectady County, Schoharie County, Warren County, and Washington County in NY State.</li> <li>● <b>Beacon</b>- Includes Ulster County, Dutchess County, Sullivan County, Orange County, Putnam County, Rockland County and Westchester County in NY State.</li> </ul> <p><b>Symptoms of COVID-19</b> include (but are not limited to):</p> <ul style="list-style-type: none"> <li>● Cold or flu-like symptoms (fever, cough, difficulty breathing, chills, sore throat, muscle pain, diarrhea and persistent loss of smell or taste).</li> <li>● Emergency warning signs for COVID-19 include, but are not limited to trouble breathing, persistent pain or pressure in the chest, new confusion, inability to wake or stay awake, bluish lips or face. Seek medical attention immediately if you or a family member are experiencing any of these symptoms.</li> </ul> <p>Visit <a href="https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html">https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html</a> for a list of current symptoms.</p> <p>Anyone with flu-like symptoms should contact their Primary Care Provider. Your Primary Care Provider will help you determine whether to get assessment or treatment. Medical professionals are best equipped to offer advice based on factors such as how direct or indirect an individual’s contact with coronavirus was, recent travel history, an individual’s personal health history, and any symptoms that person may be experiencing.</p>
<p><b>Policy Statement:</b></p>	<p>This policy provides guidelines for business and personal travel for employees traveling, outside of the approved areas to minimize the spread of COVID-19 and to ensure safety of our employees and Clarkson community. We will continue to monitor the public health situation and government travel advisories and adjust our guidance accordingly.</p>
<p><b>Procedures:</b></p>	<p><b>All University-Funded Travel, both international and domestic, is suspended until further notice</b> (this includes travel within allowed or open areas within NYS) and should not be planned or scheduled at this time. This applies to all community members—faculty, staff, students, postdoctoral fellows, and other academics. We encourage you to explore creative options for alternative study, research, work, and collaboration. We also <b>strongly discourage personal travel</b>, both international and domestic.</p> <p><b>University Funded Travel:</b></p> <ul style="list-style-type: none"> <li>● All University-funded travel for both international or domestic for faculty and staff is suspended at this time. This includes air, road or any other mode of travel.</li> <li>● The University recognizes that due to business needs some travel may be required. If you believe that you <b>MUST</b> travel - <b>ALL</b> travel needs to be approved by your Department Head and the Chief Human Resource Officer &amp; Deputy Chief Inclusion Officer <b>prior</b> to</li> </ul>

booking or scheduling travel arrangements.

- Employees are also required to complete the Travel authorization (TA) form below **prior** to any travel plans being made. The TA form can be found at: <https://go.clarkson.edu/travel>
- In addition to the required TA form, all employees must also complete and submit the Travel Self-Reporting Form **prior** to travel: <https://forms.gle/WJ54WHBumwMpzRad9>
- If your approved business-related travel was outside NY state, you will be required to self-quarantine for a period of 14-days before returning to campus. When you are self-quarantining, if you are able to work through remote access or other means during that time, you will be required to continue to work.
- If you are required to self-quarantine due to approved University-related travel, this will be paid time.
- These efforts align with CDC, state and local government guidance on travel protocols, along with other measures to protect the health and well-being of the campus community.

#### **Travel Reimbursement**

We understand these Travel policies have financial implications. If you had travel reservations for University business, the Clarkson University Travel Policy allows for reimbursement of cancellation or change fees with a valid reason. The COVID-19 pandemic meets this requirement. <https://confluence.clarkson.edu/display/UPR/OM+4.3.6+Policy+on+Compensation+for+Travel+Time+-+Non-Exempt+Employees>

#### **Personal Travel:**

- Clarkson University strongly encourages ALL employees to evaluate and reconsider both international and domestic travel. CDC recommends that everyone stay home as much as possible and avoid close contact, especially if one is at higher risk of severe illness.
- If you plan to travel outside the approved areas, you are required to complete and submit the Travel Self-Reporting form **prior** to travel: <https://forms.gle/WJ54WHBumwMpzRad9>
- If you have recently traveled outside the approved areas or if anyone you live with has traveled outside the approved areas, you **MUST** self-quarantine for a period of 14 days before returning to campus. If you are able to work through remote access or other means during that time; you will be required to continue to work with supervisor approval. If you are unable to work remotely, you must use **your personal time** (sick, vacation and special personal days) as per general Clarkson University policies – (Refer to Operations Manual OM 8.3.5., 8.3.10, 8.3.11 using the link <https://confluence.clarkson.edu/display/UPR/OM+8.3.0+Fringe+Benefits+-+Administrative%2C+Supervisory%2C+and+General+Staff>) to cover this time off. Also, see COVID-19 Paid Sick Leave Policy, as mentioned in this section earlier.
- These efforts align with CDC, state and local government guidance on travel protocols, along with other measures to protect the health and well-being of the campus community.

#### **Precautions for both University related or Personal Travel:**

Travel increases your chances of getting and spreading COVID-19. If you must travel, make sure you are aware of and adhere to restrictions for your destination and place of return. While you are traveling, it is possible a state or local government may put into place travel restrictions, such as stay-at-home or shelter-in-place orders, mandated quarantines upon arrival, or even state border closures.

	<p>Within the United States, check the state and territorial health department websites_ (<a href="https://www.cdc.gov/publichealthgateway/healthdirectories/healthdepartments.html">https://www.cdc.gov/publichealthgateway/healthdirectories/healthdepartments.html</a>) for the latest information. Anyone arriving or returning from outside of the approved areas must quarantine for 14 days.</p> <p>Please be aware that effective June 25, 2020, the states of New York, New Jersey and Connecticut announced a joint travel advisory that individuals coming into New York, New Jersey and Connecticut from certain high COVID-19 infection rate states must be quarantined for 14 days. A state qualifies for a travel restriction if it has either: (1) a new daily positive test rate higher than 10 per 100,000 residents over a 7-day rolling average, or (2) higher than 10% positivity rate over a 7-day rolling average. According to the Guidance, New York will announce the impacted states on a weekly basis. This travel advisory requires all New Yorkers, as well as those visiting from out of state, to take personal responsibility for complying with the advisory in the best interest of public health and safety. To file a report of an individual failing to adhere to the quarantine pursuant to the travel advisory, one can call the NYS provided phone number 1-833-789-0470 or visit this website: <a href="https://mylicense.custhelp.com/app/ask">https://mylicense.custhelp.com/app/ask</a>. Individuals may also contact their local department of health. Please refer to <a href="#">Executive Order 205</a> (the Order) and the Department of Health issued <a href="#">Interim Guidance for Quarantine Restrictions on Travelers Arriving in New York State Following Out of State Travel</a> (the Guidance) for more details.</p> <p><b>During travel, take the appropriate precautions to protect yourself and others:</b></p> <ul style="list-style-type: none"> <li>● Wash your hands often with warm soap and water for at least 20 seconds. If you cannot wash your hands, use an alcohol-based hand sanitizer.</li> <li>● Avoid touching your eyes, nose, and mouth.</li> <li>● Cover coughs and sneezes.</li> <li>● Remain at least six feet from others.</li> <li>● Wear a cloth face covering.</li> </ul> <p>If you develop symptoms during or after travel, notify your Primary Care Provider, department and Human Resources.</p> <p><b>Public Transit and Carpooling:</b></p> <ul style="list-style-type: none"> <li>● Faculty, staff and students who use public transportation or ridesharing/carpooling are strongly encouraged to use transportation that minimizes close contact with others (e.g., biking, walking, driving, or riding by car either alone or with household members).</li> <li>● Faculty, staff and students who use public transportation or ride-sharing/carpooling are to follow CDC guidance on how to <a href="#">protect yourself when using transportation</a>. If you absolutely have to use these means of transportation CU encourages you to commute during less busy times and <a href="#">clean your hands</a> as soon as possible after your trip.</li> </ul>
<b>Related Information:</b>	<ul style="list-style-type: none"> <li>● <a href="https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-in-the-us.html">https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-in-the-us.html</a></li> <li>● Please refer to related FAQs: <a href="https://intranet.clarkson.edu/wp-content/uploads/COVID-19-Travel-FAQs-1.pdf">https://intranet.clarkson.edu/wp-content/uploads/COVID-19-Travel-FAQs-1.pdf</a></li> </ul>
<b>Next Scheduled Review:</b>	
<b>Approved By,</b>	Amy McGaheran,

<b>Date:</b>	Chief Human Resource Officer and Deputy Chief Inclusion Officer
<b>Revision History:</b>	

**Social Distancing Guidelines during COVID-19**

Date: July 16, 2020

Status: Active

<b>Policy Type:</b>	University
<b>Contact Office:</b>	Human Resources
<b>Oversight Executive:</b>	Chief Human Resources & Deputy Chief Inclusion Officer
<b>Applies To:</b>	This Guideline applies to all Faculty and Staff across all University departments, Institutes, Centers and Schools.
<b>Table of Contents:</b>	<ol style="list-style-type: none"> <li>1. Purpose</li> <li>2. Definitions</li> <li>3. Guidelines</li> </ol>
<b>Definition</b>	Social distancing, also called “physical distancing,” means keeping space between yourself and other people outside of your home ( <a href="https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html">https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html</a> )
<b>Guidelines</b>	<p>Social distancing or keeping space between employees is one of the best tools we have to avoid being exposed to the COVID-19 virus and slowing its spread at the workplace. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if employees have no symptoms.</p> <p>Social distancing is important for everyone, especially to help protect people who are at higher risk of getting very sick. Employees returning to work on-site must follow these social distancing practices:</p> <ul style="list-style-type: none"> <li>● Stay at least 6 feet (about 2 arms’ lengths) from other people at all times.</li> <li>● Do not gather in groups of 10 or more.</li> <li>● Stay out of crowded places and avoid mass gatherings.</li> <li>● Do not shake hands or have any physical contact with others.</li> <li>● Do not go to each other’s workspace.</li> <li>● Remain in your designated work area and restrict venturing out to other campus buildings or common areas, if not necessary.</li> <li>● Do not bring your children or family members to the workplace. This is critical to being able to maintain social distancing at all times and to respect the health and safety of co-workers.</li> <li>● Eliminate or significantly reduce face-to-face meetings and continue to use online</li> </ul>

	<p>collaboration and meeting tools. If a face-to-face is required, then face coverings by all parties must be worn and the 6 feet social distancing rule maintained.</p> <ul style="list-style-type: none"> <li>● To minimize outside exposure, food services will not be open; employees will need to bring their own food or beverages to work.</li> <li>● Maintain social distancing, where feasible, and wear face coverings at all times when in public spaces such as building entrances, exits, hallways, elevators, restrooms and break rooms. Follow the signage in the common areas such as the break rooms, hallways, restrooms, etc.: <ul style="list-style-type: none"> <li>○ <b>Elevators:</b> Use of elevators should be limited where possible to avoid proximity with others in a confined space. Those using elevators are required to wear a face covering regardless of traveling alone or with others. You should also avoid touching the elevator buttons with your exposed hand/fingers, if possible. Wash your hands thoroughly upon departing the elevator.</li> <li>○ <b>Restrooms:</b> Wash your hands thoroughly afterward to reduce the potential transmission of the virus.</li> <li>○ <b>Breakrooms:</b> If you use the breakroom, you must disinfect anything that you touched.</li> </ul> </li> <li>● <b>Wash your hands often</b> with soap and water for at least 20 seconds, especially after you have been in a public space or after blowing your nose, coughing, or sneezing. <ul style="list-style-type: none"> <li>○ If soap and water are not readily available, you can <b>use a hand sanitizer that contains at least 60% alcohol.</b></li> <li>○ <b>Avoid touching your eyes, nose and mouth</b> with unwashed hands.</li> <li>○ When in contact with shared objects or frequently touched areas sanitize or wash your hands before and after contact.</li> <li>○ Limit the sharing of objects (e.g. tools, machinery, materials)</li> </ul> </li> </ul> <p><i>Please Note: Additional hand sanitizing stations are being placed near building entrances, elevators etc. across the campus. Surfaces and shared objects are being cleaned regularly.</i></p>
<b>Related Information:</b>	<ul style="list-style-type: none"> <li>● Please refer to related FAQs: <a href="https://intranet.clarkson.edu/wp-content/uploads/COVID-19-FAQs-on-Social-Distancing-and-face-coverings.pdf">https://intranet.clarkson.edu/wp-content/uploads/COVID-19-FAQs-on-Social-Distancing-and-face-coverings.pdf</a></li> </ul>
<b>Next Scheduled Review:</b>	
<b>Approved By, Date:</b>	Amy McGaheran, Chief Human Resource Officer and Deputy Chief Inclusion Officer
<b>Revision History:</b>	

**Personal Protective Equipment (PPE) during COVID-19**

Date: July 16, 2020

Status: Active

<b>Policy Type:</b>	University
---------------------	------------

<b>Contact Office:</b>	Human Resources
<b>Oversight Executive:</b>	Chief Human Resources & Deputy Chief Inclusion Officer
<b>Applies To:</b>	This Policy applies to all Faculty and Staff across all University departments, Institutes, Centers and Schools.
<b>Table of Contents:</b>	<ol style="list-style-type: none"> <li>1. Purpose</li> <li>2. Definitions</li> <li>3. Guidelines</li> <li>4. Procedures</li> </ol>
<b>Definition</b>	<p><b>Personal Protective Equipment:</b> Personal protective equipment, commonly referred to as "PPE," is equipment worn to minimize exposure to hazards that cause serious workplace injuries and illnesses.</p> <p><b>Face Covering:</b> A face covering is any well-secured fabric mask that is at least 2 layers thick and fully covers your nose and mouth. The covering should fit snugly against the sides of the face so there are no large gaps. The face covering should also have ear loops or ties so that it can be adjusted to securely fit on your face and prevent slipping. A face covering with an exhalation valve is not permitted as it allows unfiltered exhaled air to escape to others.</p> <p><b>Face Shield:</b> A face shield is a clear plastic barrier that wraps around the sides of the wearer’s face and extends to below the chin.</p> <p><b>Gloves:</b> Gloves are a form of hand protection that can be used to protect employees’ hands from being exposed to a hazard. They come in a variety of materials and thicknesses.</p>
<b>Guidelines:</b>	<p>Measures for protecting workers from exposure to, and infection with, SARS-CoV-2, the virus that causes Coronavirus Disease 2019 (COVID-19), depends on the type of work being performed and exposure risk, including potential for interaction with people with suspected or confirmed COVID-19 and contamination of the work environment. Personal protective equipment (PPE) is one of the control measures that can be used in conjunction with elimination, substitution, engineering and administrative controls to prevent worker exposures. PPE includes, but is not limited to gloves, gowns/aprons, safety glasses, face shields, face coverings and respirators.</p> <p><b>Face Coverings:</b></p> <p>The purpose of face coverings is to prevent the person wearing the mask from spreading respiratory droplets when talking, sneezing, or coughing, which is the primary route of transmission of SARS-CoV-2 from person to person. If everyone wears a cloth face covering when out in public, the risk of exposure to SARS-CoV-2 can be reduced for the community. Since people may spread the virus before symptoms start, or even if people never have symptoms, wearing a cloth face covering may protect others around you. Face coverings worn by others may also protect you from getting the virus from people carrying the virus.</p>

	<ul style="list-style-type: none"> <li>• All individuals at Clarkson University must wear a face covering any time they are in a public space within a building (ex. hallways, stairwells, bathrooms, {except in shower stalls when showering} elevators, breaks rooms) as well as any time they cannot maintain 6 feet social distancing from another individual. <ul style="list-style-type: none"> <li>• If you have a health problem that makes it hard for you to wear a face covering, please contact Human Resources (<a href="mailto:clarksonhr@clarkson.edu">clarksonhr@clarkson.edu</a>) or Environmental Health &amp; Safety (<a href="mailto:earnold@clarkson.edu">earnold@clarkson.edu</a>) for possible alternatives.</li> </ul> </li> <li>• Clarkson will provide all employees with 2 cloth face coverings upon their return to work. <ul style="list-style-type: none"> <li>• Employees are also welcome to wear their own face covering, as long as it meets CDC guidelines (<a href="https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html">https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html</a>).</li> <li>• Face coverings with exhalation valves <b>ARE NOT allowed</b> to be worn on campus.</li> <li>• Please do not use health care worker masks, such as N95s or surgical masks, unless your job requires you to do so. It is essential that we save health care worker masks for our health care workers.</li> </ul> </li> <li>• Employees must not share their face covering with anyone else.</li> <li>• Always ensure to properly don and doff your face covering.</li> <li>• It is recommended to wash your face covering once a day by hand or machine using detergent, and any time it is visibly soiled. The face covering should be fully dry before using. Individuals should have a few face coverings so they can rotate for washing.</li> <li>• Employees are required to continue to <b>keep 6 feet between themselves and others, whenever feasible</b>. The face covering is not a substitute for social distancing.</li> </ul> <p><b>Gloves:</b></p> <p>For the general public, CDC recommends wearing gloves when you are cleaning or caring for someone who is sick. Gloves are also advised when using hazardous materials as directed by the product’s safety data sheet (SDS).</p> <p>In most other situations, like using a shared copier, opening a door or pushing elevator buttons, wearing gloves is <b>not</b> necessary. Wearing gloves will not necessarily protect you from getting COVID-19 as it does not reduce the surface-hand-face transmission mechanism, and it may still lead to the spread of germs if not used wisely. Instead, practicing everyday preventive measures such as social distancing at least 6 feet from others, washing your hands with soap and water for 20 seconds (or using a hand sanitizer with at least 60% alcohol), and wearing a face covering when you have to go out in public is more effective.</p> <p>If wearing gloves to clean or care for someone who is sick, always ensure to:</p> <ul style="list-style-type: none"> <li>• properly don and doff your gloves;</li> <li>• not touch your face or phone with gloved hands;</li> <li>• change them frequently to prevent cross contamination;</li> <li>• throw your gloves in the trash when done using them, and</li> <li>• always wash your hands after removing your gloves.</li> </ul>
<p><b>Procedures:</b></p>	<p><b>Face Coverings:</b></p> <p><b>How to Put On (Don) a Face Covering</b></p> <ol style="list-style-type: none"> <li>1. Wash your hands with soap and water or apply hand sanitizer.</li> <li>2. Inspect the mask to ensure it is in good condition and it is not damaged. Damaged masks should be discarded immediately.</li> <li>3. Place the mask on your face with the ear loops over the ears or ties behind the head.</li> </ol>

	<ol style="list-style-type: none"> <li>4. The mask should fully cover your nose and mouth with no gaps between the mask and your face.</li> <li>5. Wash your hands with soap and water or apply hand sanitizer after placing the mask on.</li> <li>6. Avoid touching the mask while wearing it.</li> </ol> <p><b>How to Take Off (Doff) a Face Covering</b></p> <ol style="list-style-type: none"> <li>1. Wash your hands with soap and water or apply hand sanitizer.</li> <li>2. Untie the strings behind your head or stretch the ear loops to remove the mask from your face, trying to only handle it by the ear loops or ties at all times.</li> <li>3. Fold the outside corners of the mask together.</li> <li>4. Place the mask in a paper or plastic bag for storage if you will be taking it off when outside your home. This will prevent others from touching it as well as germs transferring to/from the mask from other surfaces such as a table.</li> <li>5. Wash hands with soap and water or apply hand sanitizer.</li> </ol> <p><b>Gloves:</b></p> <p><b>How to Put On (Don) Gloves</b></p> <ol style="list-style-type: none"> <li>1. Wash your hands with soap and water or apply hand sanitizer.</li> <li>2. Choose the correct size glove.</li> <li>3. Place the gloves on your hands.</li> <li>4. Inspect the gloves to ensure they are in good condition and are not damaged (ex. ripped, holes). Damaged gloves should be discarded immediately.</li> <li>5. Avoid touching your face or phone while wearing gloves.</li> </ol> <p><b>How to Take Off (Doff) Gloves</b></p> <ol style="list-style-type: none"> <li>1. Grasp the outside edge of the glove on one hand near your wrist.</li> <li>2. Peel away the glove from your hand, turning the glove inside-out.</li> <li>3. Hold the glove that was just removed in the opposite gloved hand.</li> <li>4. Slide your finger from the ungloved hand under the wrist of the remaining glove.</li> <li>5. Turn the second glove inside out while pulling away, leaving the first glove inside.</li> <li>6. Discard the gloves into the general trash.</li> <li>7. Wash hands with soap and water or apply hand sanitizer.</li> </ol>
<b>Related Information:</b>	<ul style="list-style-type: none"> <li>• Please refer to related FAQs: <a href="https://intranet.clarkson.edu/wp-content/uploads/COVID-19-FAQs-on-Social-Distancing-and-face-coverings.pdf">https://intranet.clarkson.edu/wp-content/uploads/COVID-19-FAQs-on-Social-Distancing-and-face-coverings.pdf</a></li> <li>• Please refer to the Clarkson Returning to Work Safety Training COVID-19 Presentation: <a href="https://intranet.clarkson.edu/administrative/hr/covid-19-workplace-policies/covid-19-return-to-work/">https://intranet.clarkson.edu/administrative/hr/covid-19-workplace-policies/covid-19-return-to-work/</a></li> </ul>
<b>Next Scheduled Review:</b>	
<b>Approved By, Date:</b>	Amy McGaheran, Chief Human Resource Officer and Deputy Chief Inclusion Officer
<b>Revision History:</b>	

Date: July 16, 2020

Status: Active

<b>Policy Type:</b>	University
<b>Contact Office:</b>	Human Resources
<b>Oversight Executive:</b>	Chief Human Resources & Deputy Chief Inclusion Officer
<b>Applies To:</b>	This Policy applies to all Faculty and Staff across all University departments, Institutes, Centers and Schools.
<b>Table of Contents:</b>	<ol style="list-style-type: none"><li>1. Definitions</li><li>2. Procedures</li></ol>
<b>Definition</b>	<p>Cleaning and disinfecting definitions in accordance with CDC guidelines:</p> <p><b>Disinfection (or Deep Cleaning):</b> Disinfection is a process that eliminates pathogenic microorganisms, except bacterial spores, on inanimate objects. Objects are usually disinfected by liquid chemicals or wet pasteurization. Custodial staff use an EPA-approved disinfectant to coat and wipe down all accessible/visible surfaces. Disinfectant is known to kill COVID-19 on hard non-porous surfaces.</p> <p><b>Regular Cleaning:</b> Regular cleaning is the removal of visible soil (e.g., organic and inorganic material) from objects and surfaces and normally is accomplished manually or mechanically using water with detergents or enzymatic products.</p>
<b>Procedures:</b>	<p><b>Regular Cleaning &amp; Disinfecting Protocol</b></p> <p>Regular cleaning and disinfecting, as prescribed by building occupancies, will continue to be carried out by custodial staff, but in collaboration with building occupants. Custodial staff priorities have been adjusted to provide for increased cleaning and disinfecting of high-traffic areas and high-touch surfaces. All cleaning will be logged in compliance with NY State requirements. The log has to contain the date, time and scope of cleaning. This can be done through an online system or paper.</p> <p>All cleaning and disinfecting protocols followed will adhere to <a href="#">CDC guidelines</a> and include cleaning surfaces/objects with soap and water and disinfecting surfaces/objects using an <a href="#">EPA-approved disinfectant</a>. If an EPA-approved disinfectant is unavailable, you can also use 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions to disinfect. Do not mix bleach or other cleaning and disinfection products together. Bleach solutions will be effective for disinfection up to 24 hours. Examples of high-traffic areas include:</p> <ul style="list-style-type: none"><li>● Building entrances</li><li>● Hallways</li><li>● Stairwells</li><li>● Restrooms</li><li>● Elevators</li><li>● Classrooms, lounges and meeting spaces</li></ul> <p>Examples of high-touch surfaces include:</p> <ul style="list-style-type: none"><li>● Stair railings</li></ul>

- Exterior and interior door hardware and surfaces
- Light switches
- Restroom fixtures, partitions, faucets, toilet paper/paper towel dispensers
- Elevator control panels and call buttons
- ADA handicap door push plates
- Water fountains and bottle filling stations

Disinfecting of high-traffic areas and high-touch surfaces will be performed at least daily (and more frequently as schedules allow) by custodial staff. An example of custodial staff cleaning and frequency expectations can be found in the table below.

Location Type	Cleaning Provided	Frequency
All Buildings	Start day by removing any possible contaminated refuse and recyclables from buildings	Daily
All Buildings	Apply EPA-approved disinfectant to all refuse & recyclable containers and surfaces	Daily
All Buildings	Apply EPA-approved disinfectant to all public restrooms and public areas	Daily
Public Restrooms	Disinfect all toilets, sinks, urinals, and mirrors. Remove trash, sweep and mop floors, replace paper products and hand soap.	Daily and as needed
Entrances, Lobbies, Hallways & Restrooms	Disinfect all high-touch areas	Daily
Lobbies	Sweep, mop and/or <u>autoscrub</u> floors, vacuum carpets and entrance mats, remove trash, clean water fountains, wipe furniture, clean glass doors, police exterior entrances	Daily
Hallways	Sweep, mop, and/or <u>autoscrub</u> floors	Weekly and as needed
Classrooms	Remove trash, sweep, spot mop floors. Disinfect surfaces daily	Daily and as needed
Lecture Halls	Remove trash, sweep, spot mop floors. Disinfect surfaces daily	Daily and as needed
Offices/Cubicles	Spot clean, hi-dust, dust, spot mop hard floors	As needed
Stairwells	Disinfect hand rails and door knobs	Daily
Carpeted Floors	Vacuum private offices, office suites, office cubicles	Monthly
Carpeted Floors	Vacuum public spaces, hallways, carpeted classrooms, conference rooms, lecture halls	Bi-monthly and as needed
Carpeted Floors	Shampoo private offices, office suites, office cubicles	On request with funding
Carpeted Floors	Shampoo public spaces, hallways, carpeted classrooms, conference rooms, lecture halls	Annually
Tile Floors	Dust mop, damp mop, spot mop	Daily

Clarkson faculty, staff and students are encouraged to practice preventative cleaning in their personal offices, laboratories and/or residential spaces that will not be as frequently accessed by custodial staff. Faculty, staff and students will be expected to remove their own garbage and recyclables from their personal spaces to reduce the number of individuals accessing these spaces, and to provide custodial staff more time to focus on the high-traffic areas and high-touch surfaces. Disinfecting stations stocked with cleaning supplies will be provided throughout the buildings to carry out this task.

Supplemental cleaning of teaching spaces will also be performed by room occupants at the start and end of each class/lab with the supplies provided in the teaching space. Chalkboards and whiteboards will not be used in the classrooms until further notice in order to effectively capture all aspects of each class online as well as to limit shared resources in the classroom.

Hand sanitizing stations are installed throughout the campus at main entry/exit points of the buildings. Additional hand sanitizing stations will also be provided in high traffic areas and shared spaces.

	<p><b>Protocol for Cleaning and Disinfecting Areas Where Someone is Suspected of Having (or Confirmed to Have) COVID-19</b></p> <p>In the event that a person is suspected of having (or confirmed to have) COVID-19, the following protocol will be followed:</p> <ol style="list-style-type: none"> <li>1. The area(s) used by the person who is sick will be closed off and restricted to all access. Outside doors and windows to the space will be opened if possible, to increase air circulation in that area.</li> <li>2. Cleaning staff will wait 24 hours after the sick person has left the area before entering to clean and disinfect. If 24 hours is not feasible, cleaning staff will wait as long as possible.</li> <li>3. Cleaning staff will wear face masks, disposable gloves, gowns and goggles for all tasks in the cleaning process, including handling trash.</li> <li>4. Cleaning and disinfection will be performed in all areas used by the person who was sick, such as offices, bathrooms, common areas, shared electronic equipment, etc. and include full saturation of disinfection to all surfaces including walls, ceilings, fixtures, floors, under cabinets, behind machines, top of cabinets, etc.</li> <li>5. Cleaning and disinfection will be conducted in accordance with guidelines from the NYSDOH and CDC. This includes the use of EPA-approved disinfectants, following the manufacturer’s instructions for all cleaning and disinfection products for concentration, application method and contact time, etc.</li> <li>6. Once an area has been appropriately disinfected, it can be opened for use. Workers without close contact with the person who is sick can return to work immediately after disinfection.</li> <li>7. If it has been more than 7 days since the person suspected/confirmed COVID-19 was present, additional cleaning and disinfection is not necessary. In these cases, cleaning staff will follow normal procedures for regular cleaning including disinfection of high-traffic areas and high-touch areas.</li> </ol>
<b>Related Information:</b>	<ul style="list-style-type: none"> <li>• Please refer to the Clarkson Returning to Work Safety Training COVID-19 Presentation: <a href="https://intranet.clarkson.edu/administrative/hr/covid-19-workplace-policies/covid-19-return-to-work/">https://intranet.clarkson.edu/administrative/hr/covid-19-workplace-policies/covid-19-return-to-work/</a></li> </ul>
<b>Next Scheduled Review:</b>	
<b>Approved By, Date:</b>	Amy McGaheran, Chief Human Resource Officer and Deputy Chief Inclusion Officer
<b>Revision History:</b>	

**Contact Tracing during COVID-19**

Date: July 16, 2020

Status: Active

<b>Policy Type:</b>	University
---------------------	------------

<b>Contact Office:</b>	Human Resources
<b>Oversight Executive:</b>	Chief Human Resources & Deputy Chief Inclusion Officer
<b>Applies To:</b>	This Policy applies to all Faculty and Staff across all University departments, Institutes, Centers and Schools.
<b>Table of Contents:</b>	<ol style="list-style-type: none"> <li>1. Definitions</li> <li>2. Procedures</li> </ol>
<b>Definition</b>	<p><b>Contact Tracing:</b> Contact tracing is used by health departments to prevent the spread of infectious disease. In general, contact tracing involves identifying people who have an infectious disease (cases), any contacts (people who may have been exposed) and working with them to interrupt disease transmission. For COVID-19, this includes asking cases to self-isolate and contacts to self- quarantine at home voluntarily.</p> <p><b>Close Contact:</b> The Centers for Disease Control &amp; Prevention (CDC) defines close contact for COVID-19 as anyone who was within 6 feet of an infected person for at least 15 minutes starting from 48 hours before the person began feeling sick until the time the patient was isolated.</p> <p><b>Self-isolation:</b> Self-isolation is used to separate people infected with the virus (those who are <i>sick</i> with COVID-19 and/or those with no symptoms) from people who are not infected. People who are in self- isolation should stay home until <a href="#">it is safe for them to be around others</a>. In the home, anyone sick or infected should separate themselves from other people and pets by staying in a specific “sick room” or area and using a separate bathroom (if available). Self-isolation helps slow the spread of COVID-19 and can help keep your family, friends, neighbors, and others you may come in contact with healthy.</p> <p><b>Self-quarantine:</b> Self-quarantine is used to keep someone who might have been <i>exposed</i> to COVID-19 away from others. Self -quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in self-quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department.</p>
<b>Procedures:</b>	<p>Contact tracing for COVID-19 typically involves:</p> <ul style="list-style-type: none"> <li>● Interviewing people with COVID-19 to identify everyone with whom they had close contact during the time they may have been infectious,</li> <li>● Notifying contacts of their potential exposure,</li> <li>● Referring contacts for testing,</li> <li>● Monitoring contacts for signs and symptoms of COVID-19, and</li> <li>● Connecting contacts with services they might need during the self-quarantine period.</li> </ul> <p>The general process that takes place during contact tracing includes:</p> <ul style="list-style-type: none"> <li>● <b>Case investigation:</b> Public health staff work with a patient to help them recall everyone with whom they have had close contact during the time when they may have been infectious.</li> <li>● <b>Contact tracing:</b> Public health staff begin contact tracing by notifying exposed</li> </ul>

	<p>individuals (contacts) of their potential exposure as rapidly and sensitively as possible, not revealing the infected patient’s identity.</p> <ul style="list-style-type: none"> <li>● <b>Contact support:</b> Contacts are provided with education, information, and support to help them understand their risk, what they should do to separate themselves from others who are not exposed, and how to monitor themselves for illness. In addition, they are informed of the possibility that they could spread the infection to others even if they do not feel ill.</li> <li>● <b>Self-quarantine:</b> Contacts are encouraged to stay home, monitor their health, and maintain social distance (at least 6 feet) from others until 14 days after their last exposure to the infected patient, in case they also become ill.</li> </ul> <p>To prevent the further spread of disease, COVID-19 contacts are encouraged to stay home and maintain social distance (at least 6 feet) from others until 14 days after their last exposure to a person with COVID-19. Contacts should monitor themselves by checking their temperature twice daily and watching for symptoms of COVID-19, which include, but are not limited to:</p> <ul style="list-style-type: none"> <li>● Fever or chills</li> <li>● Cough</li> <li>● Shortness of breath or difficulty breathing</li> <li>● Fatigue</li> <li>● Muscle or body aches</li> <li>● Headache</li> <li>● New loss of taste or smell</li> <li>● Sore throat</li> <li>● Congestion or runny nose</li> <li>● Nausea or vomiting</li> <li>● Diarrhea</li> </ul> <p>In order to assist Public Health in contact tracing and the case investigation, Clarkson University requires all faculty, staff and students to complete a daily health screening at the start of their shift and a daily interactions log at the end of their shift. The daily health screening ensures that no individuals come to campus if they are experiencing any COVID-19 related symptoms in the past 14 days, if they have tested positive for COVID-19 in the past 14 days, if they have come in contact with someone that has tested positive for COVID-19 in the past 14 days or if they have traveled outside New York State or to an area within New York State that is not in Phase 2 or greater in the past 14 days. It also asks where you anticipate going on campus for the day. The daily interactions log, completed at the end of the day, then asks individuals where they were on campus, who they came in contact with and at what capacity (time, proximity, presence of face mask). Several members of Clarkson University’s cabinet, Human Resources department and Environmental Health &amp; Safety department have also gone through contact tracing training to be able to better assist Public Health if such a scenario arises.</p>
<b>Related Information:</b>	<ul style="list-style-type: none"> <li>● Clarkson Returning to Work Safety Training COVID-19 Presentation: <a href="https://intranet.clarkson.edu/administrative/hr/covid-19-workplace-policies/covid-19-return-to-work/">https://intranet.clarkson.edu/administrative/hr/covid-19-workplace-policies/covid-19-return-to-work/</a></li> <li>● Daily Health Screening Questionnaire: <a href="https://forms.gle/XD9LyTnzaB9swi9q9">https://forms.gle/XD9LyTnzaB9swi9q9</a></li> <li>● Daily Interactions Log: <a href="https://forms.gle/uhJ7Cd1T8YFnCisp8">https://forms.gle/uhJ7Cd1T8YFnCisp8</a></li> </ul>
<b>Next Scheduled</b>	

<b>Review:</b>	
<b>Approved By, Date:</b>	Amy McGaheran, Chief Human Resource Officer and Deputy Chief Inclusion Officer
<b>Revision History:</b>	

**Positive Diagnosis or Exposure during COVID-19**

Date: July 16, 2020

Status: Active

<b>Policy Type:</b>	University
<b>Contact Office:</b>	Human Resources
<b>Oversight Executive:</b>	Chief Human Resources & Deputy Chief Inclusion Officer
<b>Applies To:</b>	This Policy applies to all Faculty and staff across all University departments, Institutes, Centers and Schools.
<b>Table of Contents:</b>	<ol style="list-style-type: none"> <li>1. Purpose</li> <li>2. Summary</li> <li>3. Definitions</li> <li>4. Procedure</li> </ol>
<b>Purpose:</b>	To ensure that University processes and protocols are in place to address different potential scenarios with the objective of preventing the spread of COVID-19 and to ensure safety of our employees and the Clarkson community.
<b>Definition of Terms in:</b>	<p><b>Isolation:</b> Isolation is used to separate people infected with the virus (those who are <i>sick</i> with COVID-19 and those with no symptoms) from people who are not infected. People who are in isolation should stay home until <a href="#">it is safe for them to be around others</a>. In the home, anyone sick or infected should separate themselves from others by staying in a specific “sick room” or area and using a separate bathroom (if available).</p> <p><b>Quarantine:</b> Quarantine is used to keep someone who might have been <i>exposed</i> to COVID-19 away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department.</p>
<b>Procedures:</b>	<p>To ensure the continued safety of all employees and to prevent the spread of COVID 19, employees must <b>notify Human Resources immediately</b> if issued by a government entity to quarantine and/or isolate or if they come down with symptoms of the coronavirus.</p> <p><b>Human Resources is the first point of contact and as needed supervisors will be updated. Please contact Chief Human Resources &amp; Deputy Chief Inclusion Officer by calling</b></p>

315.268.3788 or by email [amcgaher@clarkson.edu](mailto:amcgaher@clarkson.edu).

Protocols for different scenarios are explained below:

**Employee has been tested positive with COVID -19**

**Employee has been in close contact with someone who is symptomatic or tested positive.**

**Who do they report to?**

- Employee to notify Human Resources immediately. The employee should contact by telephone or email and **should NOT report to work.**

**Next Steps:**

- Human Resources contacts the Supervisor as needed.
- Employee self-isolates or self-quarantines for 14 days. Must be symptom free for 3 days (72 hours) without the use of fever-reducing medications and improvement in respiratory symptoms (e.g. cough, shortness of breath) before returning to work.
- If diagnosed with COVID-19, documentation received from the issuing authority is required to be submitted to Human Resources.
- Sick employees should follow CDC-recommended steps.
- Employees should not return to work until they have met the criteria to discontinue home isolation and have consulted with a healthcare provider and state or local health department.
- Inquire if NYS Paid Leave Options for COVID-19 are available if applicable.
- Authorized personnel will perform the tasks of cleaning and disinfecting all potential contaminated areas. Please also refer to the Cleaning and Disinfecting during COVID-19 policy.
- Contact tracing steps. Please also refer to the Contact Tracing during COVID-19 policy.

**Employee is symptomatic upon arrival at work or becomes sick during the day at work.**

**Who do they report to?**

- The employee needs to notify Human Resources immediately.

**Next Steps:**

- Employee should be separated from other employees and sent home immediately.
- Human Resources informs the supervisor as needed.
- Employee should monitor for symptoms and if they experience any of the specified

COVID-19 symptoms (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symp-toms.html>), they should first contact their physician or healthcare provider. If they are diagnosed with presumptive or confirmed COVID-19 at any time, they should self-isolate for 14 days and at least 3 days (72 hours) should have passed since recovery which is defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g. cough, shortness of breath) before returning to work.

If they are unwell due to non COVID-19 related illnesses/symptoms, they are required to follow Clarkson University's sick policy as per the Operations Manual (OM 8.3.5 Sick Leave – Administrative, Supervisory, and General Staff).

- Employees sick with COVID-19 should follow CDC-recommended steps.
- Employees should not return to work until they have met the criteria to discontinue home isolation and have consulted with a healthcare provider and state or local health department.
- Inquire if NYS Paid Leave Options for COVID-19 are available, if applicable.
- Authorized personnel will perform the tasks of cleaning and disinfecting all potential contaminated areas, as required. Please also refer to the Cleaning and Disinfecting during COVID-19 policy.
- Contact tracing steps will apply in case of confirmed or presumptive COVID-19 sickness. Please also refer to the Contact Tracing during COVID-19 policy.

**Employee reports they or anyone they live with have traveled outside of the approved areas.**

**Who do they report to?**

- The employee needs to notify their supervisor.
- Employees are also required to complete and submit the Travel Self-Reporting form prior to travel: <https://forms.gle/WJ54WHBumwMpzRad9>.

**Next Steps:**

- Supervisor informs Clarkson Human Resources at 315-268-6497/[clarksonhr@Clarkson.edu](mailto:clarksonhr@Clarkson.edu).
- Employee self-quarantines for 14 days and monitors for symptoms. Must be symptom free for 3 days (72 hours) without the use of fever-reducing medications and improvement in respiratory symptoms (e.g. cough, shortness of breath) before returning to work.
- Human Resources can help with questions on leave, if the employee is unable to work remotely.

**What if an employee does not self-report, but the employer notices the employee exhibiting symptoms of COVID-19?**

	<ul style="list-style-type: none"> <li>• Supervisor sends the employee home immediately.</li> <li>• Supervisor informs Clarkson Human Resources immediately at <a href="tel:315-268-6497">315-268-6497</a> / <a href="mailto:clarksonhr@Clarkson.edu">clarksonhr@Clarkson.edu</a>.</li> <li>• Employee self-isolates or self-quarantines for 14 days. Must be symptom free for 3 days (72 hours) without the use of fever-reducing medications and improvement in respiratory symptoms (e.g. cough, shortness of breath) before returning to work.</li> <li>• Inquire if NYS Paid Leave Options for COVID-19 are available if applicable.</li> <li>• Authorized personnel will perform the tasks of cleaning and disinfecting all potential contaminated areas, as required. Please also refer to the Cleaning and Disinfecting during COVID-19 policy.</li> <li>• Contact tracing steps will apply in case of confirmed or presumptive COVID-19 sickness. Please also refer to the Contact Tracing during COVID-19 policy.</li> </ul> <p><b>What should an employee do if they suspect a co-worker of being ill and reporting to on-campus work?</b></p> <p>Employees who suspect another employee is ill should notify their supervisor of the situation and the supervisor will follow required guidelines.</p> <p>Employees who are presumed sick with COVID-19 may be asked to follow the potential exposure protocol for COVID-19, which is self-quarantining for 14 days until they are without symptoms.</p>
<b>Related Information:</b>	<ul style="list-style-type: none"> <li>• <a href="https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html">https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html</a></li> <li>• Please refer to related FAQs: <a href="https://intranet.clarkson.edu/wp-content/uploads/COVID-19-FAQs-for-sickness-monitoring-and-accomodations.pdf">https://intranet.clarkson.edu/wp-content/uploads/COVID-19-FAQs-for-sickness-monitoring-and-accomodations.pdf</a></li> </ul>
<b>Next Scheduled Review:</b>	
<b>Approved By, Date:</b>	Amy McGaheran, Chief Human Resource Officer and Deputy Chief Inclusion Officer
<b>Revision History:</b>	

**COVID-19 Guidelines for Health Care Providers and First Responders**

Date: July 16, 2020

Status: Active

<b>Procedure Type:</b>	University
<b>Contact Office:</b>	Human Resources
<b>Oversight Executive:</b>	Chief Human Resources & Deputy Chief Inclusion Officer
<b>Applies To:</b>	This Procedure applies to all faculty, staff and students across all University departments, Institutes, Centers and Schools who have the potential to be exposed to COVID-19 due to their work as Health Care Providers and First Responders. This includes faculty, staff and students who could be exposed due to work (campus safety, student care teams, etc.), clinical (PA, PT, OT students and faculty) or community volunteer activities (EMT, Fire, etc.).
<b>Table of Contents:</b>	<ol style="list-style-type: none"> <li>1. Purpose</li> <li>2. Definitions</li> <li>3. Procedure</li> </ol>
<b>Purpose:</b>	To provide special procedures and guidelines to mitigate the risk of exposure to COVID-19 and to ensure a healthy and safe working environment for employees in this category as well as the larger campus community.
<b>Definition of Terms:</b>	<p><b>Classification of Health Care Providers and First Responders:</b> At Clarkson we have several categories of faculty, staff and students who have the potential to be exposed to COVID-19 through work (campus safety, student care teams, etc.), clinical (PA,PT, OT students and faculty) or community volunteer activities (EMT, Fire, etc.). Any employee or student who performs the role of a Health Care Provider or First Responder either as a part of their primary work or any secondary or volunteering work would come under the purview of this policy.</p> <p><b>Isolation</b> – Isolation is used to separate people infected with the virus (those who are <i>sick</i> with COVID-19 and/or those with no symptoms) from people who are not infected. People who are in isolation should stay home until <a href="#">it is safe for them to be around others</a>. In the home, anyone sick or infected should separate themselves from others by staying in a specific “sick room” or area and using a separate bathroom (if available).</p> <p><b>Quarantine</b> – Quarantine is used to keep someone who might have been <i>exposed</i> to COVID-19 away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department.</p> <p><b>Symptoms of COVID-19</b> include (but are not limited to):</p> <ul style="list-style-type: none"> <li>● Cold or flu-like symptoms (fever, cough, difficulty breathing, chills, sore throat, muscle pain, diarrhea and persistent loss of smell or taste).</li> <li>● Emergency warning signs for COVID-19 include, but are not limited to trouble breathing, persistent pain or pressure in the chest, new confusion, inability to wake or stay awake, bluish lips or face. Seek medical attention immediately if you or a family member are experiencing any of these symptoms.</li> </ul> <p>Visit <a href="https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html">https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html</a> for a list of current symptoms.</p>

	<p>Anyone with flu-like symptoms should contact their Primary Care Provider. Your Primary Care Provider will help you determine whether to get assessment or treatment. Medical professionals are best equipped to offer advice based on factors such as how direct or indirect an individual's contact with coronavirus was, recent travel history, an individual's personal health history, and any symptoms that person may be experiencing.</p>
<p><b>Procedures:</b></p>	<p>CDC has developed guidelines for risk assessment and work restrictions for healthcare providers and first responders with potential exposure for COVID-19. These guidelines were developed with the recognition that in a setting where these workers know that there is potential exposure, the use of PPE mitigates risk and those exposures can be assessed differently from a non-protected exposure. <a href="https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-risk-assesment-hcp.html">https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-risk-assesment-hcp.html</a></p> <p>Potential exposure of employees in this category are often extensive and they have close contact with vulnerable individuals in healthcare settings. The following guidelines enable those employees to continue to perform their duties while minimizing the risk for COVID-19 exposure.</p> <p>These procedures are in conjunction with the Clarkson University <u>OM 8.3.9 Volunteer Emergency Responder Policy</u> (<a href="https://confluence.clarkson.edu/display/UPR/OM+8.3.9+Volunteer+Emergency+Responder+Policy">https://confluence.clarkson.edu/display/UPR/OM+8.3.9+Volunteer+Emergency+Responder+Policy</a>).</p> <p>Employees that are active emergency volunteers are required to:</p> <p><b>Special Personal Protective Equipment (PPE) requirements:</b>  Employees performing the role of Health Care Providers or First Responders must follow the PPE procedures and guidelines laid down by CDC for their line of work <a href="https://www.cdc.gov/coronavirus/2019-ncov/hcp/ppe-strategy/index.html">https://www.cdc.gov/coronavirus/2019-ncov/hcp/ppe-strategy/index.html</a>, <a href="https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-for-ems.html">https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-for-ems.html</a>.</p> <ul style="list-style-type: none"> <li>● <b>Mandatory PPE Training:</b>  Employees in this category will be required to complete the Mandatory PPE Training in addition to the Return to Work Safety Training. The Mandatory PPE Training trains these employees on the proper use of PPE along with physical donning/doffing demos and practice. The training will be conducted by_____.</li> <li>● <b>Fit Tests:</b> Employees in this category who will be using respirators on campus will need to undergo fit tests. Employees can contact_____ for the fit test.</li> </ul> <p><b>Daily Employee Health Screening Questionnaire:</b>  All incoming employees are required to monitor their body temperature daily and complete a daily health screening questionnaire at the start of their work shift, as per the "Entry Requirements and Screening Procedures for Return to Work" policy above. This daily health screening is required to be reported correctly to confirm the health and exposure of all employees entering the campus. This can be done by one of the following methods:</p> <ul style="list-style-type: none"> <li>● Using the following link: <a href="https://forms.gle/XD9LyTnzaB9swi9q9">https://forms.gle/XD9LyTnzaB9swi9q9</a>;</li> <li>● Scanning the QR code, which will be posted on the entrance to each building; or</li> <li>● Calling Human Resources (315-268-6497) during business hours or Campus Safety &amp; Security (315-268- 6666) after hours.</li> </ul>

	<p><b>Protocols to follow in case of exposure to COVID-19:</b></p> <p>The guidelines breakdown the employees performing these roles into two classes: protected and unprotected.</p> <ul style="list-style-type: none"> <li>● <b>Unprotected exposure:</b> An unprotected “prolonged” close “contact” for a Health Care Provider or First Responder is assessed and considered the same as a community “prolonged contact” for the general public. The Centers for Disease Control &amp; Prevention (CDC) defines close contact for COVID-19 as anyone who was within 6 feet of an infected person for at least 15 minutes starting from 48 hours before the person began feeling sick until the time the patient was isolated. In this case of unprotected exposure, where there was “close contact” with confirmed or presumptive COVID-19 person and no PPE was worn, the recommendation is exclusion from work/self-quarantine for 14 days, monitoring for symptoms and notifying Human Resources if symptoms develop. Please also refer to the “Positive Diagnosis or Exposure during COVID-19” policy.</li> <li>● <b>Protected exposure:</b> For exposure where appropriate PPE is used, the assessment of “contact” and “exposure” changes. In this case, the use of PPE lowers the risk assessment of the exposure. The recommendations in this case are: <ul style="list-style-type: none"> <li>○ No work restrictions</li> <li>○ Monitoring for symptoms</li> <li>○ Wearing a mask</li> <li>○ Reporting if symptoms (<a href="https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html">https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html</a>) develop. Employees should contact their physician or Health Care Provider and Clarkson Human Resources in case of symptoms and stay home. Please also refer to the “Positive Diagnosis or Exposure during COVID-19” policy.</li> </ul> </li> </ul> <p><b>General:</b> In general, all employees are encouraged to wash their hands frequently, avoid touching their faces, follow cleaning guidelines, wear their face coverings and maintain social distance.</p>
<b>Related Information:</b>	
<b>Next Scheduled Review:</b>	
<b>Approved By, Date:</b>	Amy McGaheran, Chief Human Resource Officer and Deputy Chief Inclusion Officer
<b>Revision History:</b>	

## COVID-19 Enforcement Procedure

Date: July 16, 2020

Status: Active

<b>Policy Type:</b>	University
<b>Contact Office:</b>	Human Resources
<b>Oversight Executive:</b>	Chief Human Resources & Deputy Chief Inclusion Officer
<b>Applies To:</b>	This Policy applies to all Faculty and staff across all University departments, Institutes, Centers and Schools.
<b>Table of Contents:</b>	<ol style="list-style-type: none"> <li>1. Purpose</li> <li>2. Summary</li> <li>3. Procedure</li> </ol>
<b>Purpose:</b>	To define the University's policy on enforcement of COVID-19 policies and procedures and to establish guidelines for the enforcement process.
<b>Summary:</b>	<p>The University values the health and safety of its employees. Employee behaviors and practices will be critical to working safely in this “new normal”. All returning employees must comply with these policies, procedures and guidelines to keep the workplace safe.</p> <p>To ensure a safe workplace, it is the University's policy to monitor and correct non-compliance of University policies and processes, negligence or any other employee behavior which is not in accordance with the policies and processes during this pandemic.</p>
<b>Procedures:</b>	<p><b>The COVID-19 Enforcement procedure can be enforced for the following actions:</b></p> <ul style="list-style-type: none"> <li>● <b>NOT</b> wearing the required face coverings or personal protective equipment</li> <li>● <b>NOT</b> following the social or physical distancing rules in the workplace</li> <li>● <b>NOT</b> following the daily entry to work procedures</li> <li>● <b>NOT</b> completing the daily Clarkson daily interactions survey when exiting from campus</li> <li>● <b>NOT</b> following the restrictions of large gatherings or face-to-face meetings</li> <li>● <b>NOT</b> adhering to the safety protocols/signage for cleaning and disinfecting protocols</li> <li>● <b>Reporting to work even when:</b> <ul style="list-style-type: none"> <li>○ They have symptoms of a respiratory illness, such as a temperature of 100.4°F or greater, cough, trouble breathing, or otherwise feel ill.</li> <li>○ They have tested positive for COVID-19 within the last 14 days.</li> <li>○ They have been near anyone diagnosed with or suspected of having the COVID-19 coronavirus within the last 14 days.</li> <li>○ They or anyone they live with have traveled outside the approved areas.</li> <li>○ They have not completed the Return to Work Safety Training and have not been approved to return to campus.</li> </ul> </li> <li>● <b>NOT</b> following any new or changed policies, processes and</li> </ul>

	<p>guidelines/requirements set by federal, state, local authorities or by Clarkson University.</p> <p>If you are aware of any deviations from Clarkson University’s COVID-19 policies, procedures and guidelines, please report the incident or violation through this link: <a href="https://forms.gle/z8QZhem69Ydji7zr8">https://forms.gle/z8QZhem69Ydji7zr8</a>. You can also contact Human Resources directly at <a href="mailto:Clarksonhr@clarkson.edu">Clarksonhr@clarkson.edu</a> or <b>315.268.6497</b>.</p> <p>Failure to comply with COVID-19 policies will be putting your co-workers, the University and your community at risk. Therefore, it is necessary for the University to take enforcement actions if you willingly disregard policies and procedures put in place for COVID-19. Enforcement actions will be determined based on the severity of which COVID-19 policy and/or procedure has been violated.</p> <p><b>Minor</b> violations may result in progressive enforcement procedures.</p> <p>Any violation deemed <b>severe</b> by the University may result in suspension and/or up to termination.</p> <p><b>The COVID-19 enforcement procedure refers to the following possible actions, depending on the severity of the conduct:</b></p> <ul style="list-style-type: none"> <li>● <b>Informal Counseling/Coaching</b> – conversation with the employee(s) who are not adhering to COVID-19 requirements; unofficially documented.</li> <li>● <b>Counseling and Verbal Warning</b> – a conversation with the employee(s) who are not adhering to the COVID-19 requirements. Documented in personnel file.</li> <li>● <b>Second Counseling and Written Warning</b> – a second conversation with the employee(s) who are not adhering to the COVID-19 requirements. Documented in personnel file.</li> <li>● <b>Final Written Warning</b> – employee(s) not adhering to the COVID-19 requirements and have failed to take corrective behavioral actions after being counseled with one verbal and one written warning may be further disciplined including suspension and/or up to termination.</li> </ul> <p>Depending on the severity, any step may be repeated, omitted, or taken out of sequence; the University reserves the right to place the employee on suspension and/or up to immediate termination should the situation be warranted. Each case is considered on an individual basis by the department and Human Resources.</p>
<b>Next Scheduled Review:</b>	
<b>Approved By, Date:</b>	Amy McGaheran, Chief Human Resource Officer and Deputy Chief Inclusion Officer
<b>Revision History:</b>	