



GUIDELINES FOR RETURNING TO WORK ON CAMPUS

Revised July 2, 2020



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GUIDING PRINCIPLES

SUNY Old Westbury's policies and protocols for responding to the COVID-19 pandemic are rooted in safety for our faculty, staff, and students; safety for the community in which we reside; and safety for our health care providers who are working on the front lines. For this plan to be effective and keep our community safe, it is critical that everyone fully complies with the policies, protocols, and guidelines outlined in this document.

Old Westbury's plans are consistent with guidance from SUNY System Administration, New York State Department of Health, and the Governor's New York Forward Phased Reopening Plan. We will continue to follow recommendations from the Federal government and the Centers for Disease Control and Prevention (CDC).

SUNY Old Westbury would also like to recognize and acknowledge those employees who have done essential on-campus work throughout the NY On Pause order. They have kept our campus safely running and worked hard to prepare for this phased arrival of additional employees. We thank them for their dedication to our campus and the SUNY Old Westbury community.

As our knowledge and understanding of the novel coronavirus - COVID-19, continues to evolve and Federal, State, and/or local guidance change, our policies and plans will be updated.





RETURN TO THE WORKPLACE

PROCESS FOR EMPLOYEES RETURNING TO CAMPUS

Phase 2 of the Governor's New York Forward Phased Reopening Plan allows limited numbers of additional employees to return to work on campus. SUNY Old Westbury will begin to phase in a return of employees to campus over time in a coordinated process to ensure appropriate physical distancing and maintain appropriate levels of density within departments on campus.

Area Vice Presidents or Department Heads will communicate with their employees regarding when and how they will return to on-campus work. Employees should not come to work on campus until they have been directed to do so.

As SUNY System Administration has extended the Remote Work Pilot until October 2, 2020, employees who can continue to effectively work remotely will be allowed to do so until restrictions on density are eased and/or the Remote Work Pilot is discontinued. Those who have been reporting to work on campus will also continue to do so as we phase in additional on-campus essential staff.

The College will assess who should return to work on campus based on criteria such as the employee's need to access on-site resources and whether the employee's normal work location allows for appropriate physical distancing. Employees who have specific issues that may affect their ability to return to work on-campus (child/elder care, health status, etc.) should communicate them with their Area Vice President or Department Head so that they can be taken into consideration. Note that employees asked to report to work on campus may need to come only on specific days and/or at specific times to reduce density within departments and reduce the possibility of virus spread.

Once decisions to expand on-campus staffing in certain areas have been made, employees should follow the policies and protocols detailed in this guide for returning to work on campus.

As on-campus staffing expands, the College will closely monitor and reassess our policies and procedures to mitigate any potential spread of the virus. If localized outbreaks emerge, tighter restrictions and reduced staffing may need to be implemented again.

As Long Island is approved to move into subsequent Phases in the Governor's Reopening Plan, levels of on-campus staffing, services permitted on campus, and government guidance may change. This document will be regularly updated to reflect any such changes.

SYMPTOM MONITORING REQUIREMENTS

Employees who have been instructed by their Area Vice President or Department Head to return to work on campus must self-monitor their health and symptoms every day **before** reporting to work. Employees will visit www.oldwestbury.edu and log into connect.oldwestbury.edu using their Old Westbury username and password. The link for OW Connect can be found in the upper right hand corner of the website when using a computer; if using a mobile device the link can be found toward the bottom of the website and will say ConnectOW Portal. Once logged in, the employee will click on the **COVID-19 Screening Form** icon that appears as a circle with the words “COVID-19” at the end of the toolbar. The Daily COVID-19 Screening Form will display and **must be completed daily prior to reporting to work on campus**. The form will ask four health-related questions:

1. Do you have a temperature of 100.0°F or higher?
2. Have you had any known close contact with a person confirmed or suspected to have COVID-19 in the past 14 days?
3. Do you currently have any of the following symptoms?
 - Cough (new or worsening)
 - Shortness of breath (new or worsening)
 - Trouble breathing (new or worsening)
 - Chills
 - Muscle pains (new or worsening)
 - Headache (new or worsening)
 - Sore throat (new or worsening)
 - New loss of taste or smell
4. Have you tested positive for COVID-19 through a diagnostic test in the past 14 days?

**** Once the form is submitted, the employee must go to their Old Westbury email account to check for further instructions based upon the responses they provided.****

If your response to any of the above questions is “yes,” an email will automatically be sent to your Old Westbury email address and Human Resources. The email will state that you **should not report to work**, you should inform your supervisor, and call your primary health care provider or the NYS COVID-19 Hotline: 1-888-364-3065 for instructions.

If all your responses are “no,” an email will be sent to your Old Westbury email address stating that you are cleared for campus access. **Please be prepared to demonstrate that you have completed the form for campus access daily.** Your “no” responses will be sent to a database for campus records.

Employees may not report to work on campus if they are feeling ill. The most commonly reported symptoms of COVID-19 include the following:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Repeated shaking with or without chills
- New runny nose or sinus congestion
- Muscle pain
- Persistent headache
- Sore throat
- Unexpected severe fatigue
- New gastrointestinal symptoms
- New loss of taste or smell

Because many of these symptoms may occur briefly or as a result of other non-COVID-19 related illness, including common allergies, employees should monitor them for any occurrences that are unusual for them. Upon the onset of any of these symptoms, employees should call their primary health care provider or the following COVID-19 hotline and follow their instructions:

- The New York State COVID-19 Hotline: 1-888-364-3065

Employees should follow the instructions of their primary health care provider if instructed to self-quarantine or self-isolate as a result of COVID-19 symptoms, a positive COVID-19 test, or contact with someone who has COVID-19 symptoms or a positive COVID-19 test. They should also notify their SUNY Old Westbury Supervisor and the Human Resources Office (hr@oldwestbury.edu or (516) 876-3179). Specifically:

- If an employee has COVID-19 symptoms and either tests positive for COVID-19 or did not receive a test, the individual may only return to work after completing at least 14 days of self-quarantine and after symptoms have subsided.
- If an employee does not have COVID-19 symptoms but tests positive for COVID-19, the individual may only return to work after completing at least 14 days of self-quarantine.
- If an employee has had close contact with a person with COVID-19 and is experiencing potential symptoms of COVID-19, even if symptoms are deemed not related to COVID-19, the employee must still complete a 14-day quarantine after the contact.
- If an employee has had close contact with a person with COVID-19, even if they are not experiencing COVID-19 symptoms, the individual must complete a 14-day self-quarantine.

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

- Older adults (aged 65 years and older)
- Undiagnosed or untreated HIV
- Asthma (moderate to severe)
- Chronic lung disease
- Diabetes
- Serious heart conditions
- Chronic kidney disease being treated with dialysis
- Severe obesity
- Being immunocompromised (e.g. someone currently taking prednisone or being treated for cancer)

Employees who have been instructed to return to work on campus and have concerns about doing so due to one of the high-risk conditions above, those who are pregnant, or those who wish to seek ADA Reasonable Accommodations related to Returning to the Workplace should contact the Human Resources Department via email at hr@oldwestbury.edu or by phone at (516) 876-3179.



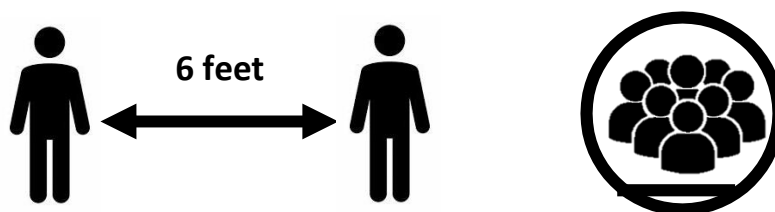
HEALTH & SAFETY GUIDANCE

PERSONAL SAFETY PRACTICES

Physical Distancing

Maintaining physical distance is one of the best tools to avoid being exposed to COVID-19 and slowing its spread. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even with no noticeable symptoms. Physical distancing is important for everyone, especially to help protect people who are at higher risk of getting very sick. Employees working on campus should follow these physical distancing practices:

- Stay at least six (6) feet from other people at all times. (Two arms' lengths is a good rule of thumb to approximate this distance.)
- Do not gather in groups.
- Stay out of crowded places and avoid mass gatherings.



Face Masks/Cloth Face Coverings





Appropriate use of cloth face coverings/disposable masks (masks) is critical in minimizing risks to others. COVID-19 can be spread to others even by people who do not have any symptoms. Use of a mask or cloth face covering is not a substitute for physical distancing.

In general, masks should be worn in common areas and when in the presence of others, including but not limited to meeting rooms, classrooms, hallways, reception areas, etc. See Workplace Guidance, p. 11, for more information.

It is best practice to always have a mask handy.

Masks will be provided by SUNY Old Westbury if needed, one (1) per employee. Employees may also provide their own mask(s), which will help reduce the need for the College to purchase additional face coverings (currently in short supply).

See details regarding mask use and care below.

| TYPE AND INTENDED USE OF FACE COVERINGS / MASKS | | | | |
|---|--|--|--|---|
| TYPE | Cloth Face Covering  | Disposable Mask  | Medical-Grade Surgical Mask  | N95 Respirator  |
| DESCRIPTION | Home-made or commercially manufactured face coverings that are washable and help contain wearer's respiratory emissions | Commercially manufactured masks that help contain wearer's respiratory emissions | FDA-Approved masks to protect the wearer from large droplets and splashes; helps contain wearer's respiratory emissions | Provide effective respiratory protection from airborne particles and aerosols; helps contain wearer's respiratory emissions |
| INTENDED USE | Required for campus community use in non-healthcare settings (office spaces, general work settings, shops, community areas) where 6 feet of physical distancing cannot be consistently maintained. <ul style="list-style-type: none"> • Not required for working alone in office • Required for ingress/egress | | These masks are reserved for healthcare workers and other approved personnel with task-specific hazards determined by SUNY Old Westbury's Office of Environmental Health and Safety. | |

Use and Care of Face Coverings

Putting on the mask:

- Wash hands or use hand sanitizer prior to handling the face covering/disposable mask.
- Hold the face covering/disposable mask by the ear loops or ties and loop around each ear or tie the straps behind the head and neck.
- Ensure the face covering/disposable mask fits over the nose and under the chin. If equipped with nose wire, fit the mask snug against the nose.
- Throughout the process, avoid touching the front of the face covering/disposable mask.

Taking off the mask:

- Wash hands or use hand sanitizer prior to handling the face covering/disposable mask.
- Do not touch eyes, nose, or mouth when removing the face covering/disposable mask; only touch the ear loops or ties.
- When taking off the face covering/disposable mask, loop a finger into the strap and pull the strap away from the ear, or untie the straps.
- Wash hands or use hand sanitizer immediately after removing.

Care, Storage, and Laundering:

- Store face coverings/disposable masks in a paper bag when not in use.
- Cloth face coverings may not be used for more than one (1) day at a time and must be washed after use. Cloth face coverings should be properly laundered with regular clothing detergent before first use, and after each shift. Cloth face coverings should be replaced immediately if soiled, damaged (e.g., ripped or punctured) or visibly contaminated.
- Disposable masks must not be used for more than one (1) day and should be placed in the trash after completion of the shift or if it is soiled or damaged (e.g., stretched ear loops, torn or punctured material) or visibly contaminated.

Hand washing

Employees should wash their hands often with soap and water for at least twenty (20) seconds, especially after being in a public place, or after blowing their nose, coughing, sneezing, or touching their face. If soap and water are not readily available, use a hand sanitizer provided by the campus or one that contains at least 60% alcohol, covering all surfaces of the hands and rubbing them together until they feel dry. Employees should avoid touching their face whenever possible, and if they do, should wash their hands afterwards.

Note on use of disposable gloves: According to the CDC, gloves are not necessary for general use and do not replace good hand hygiene. Washing hands often is considered the best practice for common everyday tasks.

Disinfection of Workspaces & Commonly Used Surfaces

While Facilities will continue to clean and disinfect frequently touched surfaces (e.g. door handles, sink handles, drinking fountains, grab bars, hand railings, bathroom stalls, and dining hall tables) based on CDC guidelines, all employees should take an active role in helping keep their workplaces clean and sanitized. Employees should wipe down commonly used surfaces. Before starting work and before leaving any room in which an employee has been working, they should wipe down all work areas with EPA-registered disinfectant provided by the College. This includes any shared-space location or equipment (e.g. copiers, printers, computers, A/V and other electrical equipment, coffee makers, desks, tables, etc.).

Coughing/Sneezing Hygiene

When sneezing or coughing, employees should cover their mouth and nose with a tissue or use the inside of their elbow. Used tissues should be thrown in the trash immediately, and the employee should wash their hands. If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol is an acceptable substitute.

MENTAL AND EMOTIONAL WELLBEING

The Employee Assistance Program (EAP) is available to offer emotional support and resources during this stressful period. Obtaining EAP services is as easy as making a phone call or sending an email. A Coordinator will connect employees to the services they need, professionally and confidentially. For further information, the SUNY Old Westbury EAP Coordinator is Adele Gutierrez, at: (516) 628-5604, or EAP@oldwestbury.edu.



WORKPLACE GUIDANCE

COMMON AREAS AND OFFICE WORKSPACES

In general, masks should be worn at all times in common areas and while in the presence of others. It is best practice to always have a mask handy.

Face covering/disposable masks should be worn in all common areas, including, but not limited to:

- Reception/receiving areas (for those visiting or passing through those areas)
- Hallways
- Break rooms
- Conference/meeting rooms
- Any common areas (kitchens, restrooms, etc.)

Masks should be worn in shared offices where physical distancing cannot be consistently maintained. Employees whose primary workstation is in a shared workspace should wear a mask when physical distancing cannot be consistently maintained.

Masks should be worn when entering and exiting all offices. Any employee visiting or passing through a shared workspace should wear a mask.

Masks are not required inside single occupied workspaces.

Employees whose primary workspace is outdoors need not wear a mask as long as social distancing can be maintained but should always have one with them to put on if someone else approaches.

Departments should assess open work environments and meeting rooms and work with Facilities leadership on measures to ensure appropriate physical distancing between employees, other coworkers, and students such as:

- Place visual cues such as floor decals, colored tape, or signs to indicate to customers where they should stand while waiting in line.
- Place one-way directional signage in large open workspaces with multiple through-ways to increase distance between employees moving through the space.
- Consider designating specific stairways for up or down traffic if building space allows.

Area Vice Presidents and Department Heads will ensure that each employee returning to work on campus understands the policies and procedures in effect in their specific work environments.

USING RESTROOMS

Use of restrooms with multiple stalls should be limited based on room size to ensure at least six (6) feet of distance between individuals. Employees should wash their hands for at least twenty (20) seconds after using restroom facilities to reduce the potential transmission of the virus.

USING ELEVATORS

No more than two (2) people may use an elevator at a time, so employees are encouraged to use the stairs whenever possible. Masks should be worn while using the elevator, and care should be taken to avoid touching the elevator buttons with exposed hand/fingers, if possible. (Using one's elbow is a good alternative to using one's fingers.) Employees should wash their hands or use hand sanitizer with at least 60% alcohol upon departing the elevator.

MEETINGS

Convening in groups increases the risk of viral transmission. Whenever feasible, meetings should be held in whole or part using the extensive range of collaboration technology available (e.g. Microsoft Teams, Blackboard Collaborate Ultra, Zoom, telephone, etc.).

In-person meetings are limited to the restrictions of local, state, and federal orders and should not exceed fifty (50) percent of a room's capacity, assuming individuals can still maintain six (6) feet of separation for physical distancing requirements. Departments should remove or rearrange chairs and tables or add visual cue marks in meeting rooms to support physical distancing between attendees. **Masks should be worn by everyone participating in an in-person meeting.**

Employees are encouraged whenever possible to communicate with colleagues and supervisors as needed by Microsoft Teams, Zoom, email, instant message, telephone, or other available technology rather than face-to-face.

MEALS

Before and after eating, employees should wash their hands thoroughly to reduce the potential transmission of the virus.

If dining on campus, employees should wear a mask until they are ready to eat and then replace it immediately afterward. (See guidelines on p. 8 for instructions on how to remove and replace a face covering/disposable mask.) Eating establishments must meet requirements to allow at least six (6) feet of distance between each customer, including lines and seating arrangements. Individuals should not sit facing one another. Employees are encouraged to take food back to their office area or eat outside (weather permitting), while continuing to maintain appropriate physical distancing.

If eating with others present, employees should maintain six (6) feet of distance between them and should not sit facing one another. After eating or preparing food in common areas, wipe all surfaces, including table, refrigerator handle, coffee machine, etc. using cleaner/wipes provided in these spaces.

PUBLIC TRANSPORTATION

Employees that must take public transportation should wear a mask before entering the bus and avoid touching surfaces with their hands. Upon disembarking, employees should wash their hands or use hand sanitizer with at least 60% alcohol as soon as possible and before removing their mask.



CONTROL OF ENTRY/EXIT

A SUNY Old Westbury ID card or key is required for entry as appropriate. Employees should not hold or prop open exterior doors for any other person. Face coverings/disposable masks must be worn while entering and exiting SUNY Old Westbury facilities.

Departments should identify usable building access points and coordinate employee arrival and departure times to reduce congestion during typical “rush hours” of the business day. Department Heads should schedule employee arrivals and departures in increments to reduce personal interactions at building access points, hallways, stairs/elevators, etc.

Once employees have been instructed to return to work on campus, they should report to work or depart work through the designated building access and at the designated time to limit the number of people entering and exiting buildings at any one time.

Visitors, trainees, and guests are not allowed on campus during this time.