WELCOME BACK!

An Employee Guide for Returning to Campus

ROANOKE COLLEGE

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GUIDING SAFETY PRINCIPLES FOR RETURNING

Roanoke College’s policies and protocols for responding to the COVID-19 pandemic are rooted in safety for our staff, faculty, students, parents, volunteers and other members of the public that we interact with.

The primary goal for Roanoke College’s response to the COVID-19 pandemic is to protect our college community, while still maintaining high quality operations that support our core mission of educating students in a residential setting.

We will also remain aligned and consistent with local orders and ordinances of the City of Salem, as well as the Commonwealth of Virginia’s. The College’s plans also follow recommendations from the Centers for Disease Control and Prevention, The American College Health Association, and the Virginia Department of Health, just to name a few. Additionally, the College’s Incident Command Support Team has provided guidance and input in the development of work protocols throughout this pandemic.

Our knowledge and understanding of the COVID-19 virus continues to evolve. You can monitor updates and access related documents on our “Healthy Campus” website.

RETURN TO THE WORKPLACE

Work Philosophy

The mission of Roanoke College is to develop students as whole persons and prepare them for responsible lives of learning, service, and leadership by promoting their intellectual, ethical, spiritual and personal growth. We feel this is best accomplished by employees being present on campus and performing their work from campus. The relationships we build everyday through in-person interactions are a crucial part of your department’s success and our overall campus culture. To that end, we have put great thought and expense into making the campus as safe as possible so employees may work on campus and facilitate fulfillment of the Colleges mission in the most effective way possible.

Workplace Expectations & Guidelines

All faculty and staff are expected to fully comply with the policies, protocols and guidelines outlined in this document as part of Roanoke College’s healthy workplace expectations and guidelines.
Symptom Monitoring Requirement

Employees working on campus should complete, each day, the e-mailed daily health assessment. Any responses that indicate that an employee has symptoms or an exposure will be transmitted to Student Health and Counseling (SH&C) for follow-up. You must be free of symptoms potentially related to COVID-19 before reporting to work. If you have symptoms, seek guidance from your physician or SH&C before reporting to work.

At this time, COVID-19 symptoms include one or more of the following:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Runny nose or new sinus congestion
- Muscle pain or body aches
- Headache
- Sore throat
- Fatigue
- New GI symptoms
- New loss of taste or smell

If you have any symptoms, you must call SH&C at 540-375-2286 between the hours of 8 a.m. and 4:30 p.m., Monday – Friday, for assessment of symptoms. If it is outside these hours, you should seek medical evaluation off campus with your preferred medical provider. You should also wear a cloth face covering to reduce virus transmission to others. You should self-isolate until cleared by SH&C or your physician to return to work.

Employees who have a medical condition that places them in a higher risk group or those who wish to seek ADA Reasonable Accommodations related to working from campus should discuss these concerns with their supervisor and submit a request for accommodations, which may be found on the Return to Roanoke website.

Accommodations and Staffing

Generally, employees are expected to be working on-site unless they have filed for an accommodation using the process below. However, it is necessary to remain nimble to protect employees and also continue to provide services to our students. Depending on the positivity rate in the state and local community, you may be asked to work a schedule outside your regular schedule, work remotely, or other schedule changes that facilitate delivery of services while maintaining social distancing and other safety protocols.
Your supervisor should approve any alterations to your usual work schedule. It should not be assumed that alternate arrangements will last an entire semester. As positivity rates improve or decline, employees may find themselves changing schedules as needed or moving back and forth between on campus work and working from home. Absent accommodations, all employees, especially those in student facing positions, should make every effort to work from campus when possible.

An electronic process has been developed to request accommodations, if desired, for employees who are at greater risk of contracting COVID-19. These accommodations will be made keeping the Americans with Disabilities Act (ADA) in mind. A similar process is established for employees with child care concerns or who provide care for a loved one who may be at risk. All requests will be received in Human Resources, and Human Resources will work with the supervisor to see if accommodations are appropriate, and that allow for the completion of an employee’s essential duties.

**Travel**

At the present time, most business travel is suspended, including most professional development. Exceptions include Admissions for student recruitment, Resource Development for securing college funding, and Athletics for athlete recruitment and games. Any employee choosing to engage in local professional development opportunities should discuss their plans with their supervisor in advance. If Virginia is not in Phase III, professional development is discouraged if more than 10 people will be present. If isolation is required upon return, you supervisor will discuss this with you in advance of your travel.

If your destination is 6.5 hours or less hours away by automobile, drive to reduce your exposure to others. Any other exceptions for travel must be approved by the divisional Vice President.

Employees should be cautious when making personal plans for travel and refrain from engaging in risky behaviors for exposure at their destination. The Johns Hopkins tracker and this CDC site may be useful as you evaluate your travel route and final destination. Both provide up to date data on virus outbreaks and can be narrowed down to certain states or cities. Employees traveling on a cruise ship or to a State Department Level 3 country must report their travel plans in advance to their supervisor, and isolate for 7-14 days (depending upon the location of travel) after returning home and before returning to work. The isolation period will not be paid but may be covered by an accrued leave.

This policy is in effect through the spring semester, but may be extended or relaxed depending on pandemic conditions.
Cleaning Protocols & Prevention

Our protocols for cleaning and sanitation follow guidance from the CDC and the American College Health Association. Our enhanced cleaning methodologies will continue, including the use of an e-Mist system in large and/or high traffic areas.

Protocols for when a COVID-19 case has been traced to a campus building:
In the event an area is identified to have been occupied by an individual with a known COVID-19 case, the following steps will be taken:

- Housekeeping will identify areas of potential contamination and prevent entry to the location.
- Vice President or designee will notify personnel with directions on where to report to work (i.e. work in another area on campus, or work from home)
- Affected area will be cleaned and sanitized per public health guidance.

Contact tracing and notification: The College, in concert with VDH, will perform contact tracing and notify potentially impacted individuals of exposure. SH&C will determine testing needs of symptomatic students and employees and perform contact tracing if an employee is COVID-19 positive to help ensure employee privacy while providing a safe work environment. Based on Virginia regulations, employees who test positive must remain home for at least 10 days since symptom onset and at least 24 hours has passed since the resolution of fever without the use of fever-reducing medications and an improvement in respiratory symptoms (e.g., cough, shortness of breath). Also per these regulations, the campus will be notified of any on-campus positive employee tests. Names will not be released, only that there was a positive case. In certain cases, at the discretion of SH&C, employees may be asked to remain home longer than these guidelines. Employee medical information is confidential and we are committed to ensuring employee privacy.

Childcare Information

As public schools continue to offer a variety of educational styles from in classroom to remote, we understand that these changes continue to place strains on our working parents.

Please know, the College has explored several options for assisting with childcare for school aged children, including an on-site daycare center, partnerships with local churches and child care centers, and creating a custom program/algorithm to match up members of our campus community who can provide care, and those who need it. None of these ideas have materialized for a variety of reasons stemming from challenges with insurance, licensing, funding, and an inability to sufficiently staff.
The links below are included to help facilitate the process of selecting child care and finding assistance, but are not an endorsement from the College of any particular type of childcare. Parents are the best qualified to choose child care arrangements for their children. As you visit, interview, and check references of each provider or center so you can determine what option is right for your child(ren).

**Roanoke College Student Caregiver List**
The college solicited applications for student caregivers through a job posting on Handshake. Applicants will be made available to interested parties. This list will be maintained as a convenience and the College does not screen or endorse any individuals. It is the responsibility of the family to research anyone they may wish to employ as a childcare provider. Please contact Human Resources at hr@roanoke.edu to be sent a copy of the current list.

**Local School Division Partnerships**
Local school districts have formed childcare partnerships with the YMCA and Boys and Girls Clubs of America. Follow your child’s school division to check the progress of these partnerships. The United Way is leading this partnership effort and suggests that you visit the following website, which will update as new childcare centers are added.

**Department of Social Services (DSS)**
DSS maintains a database that allows parents to learn more about child care and search for licensed child care. Parents have the ability to search places of care and review inspection history, including the frequency, nature of and dates of violations. The DSS also provides options for child care financial assistance, including the Child Care Subsidy Program.

- [DSS Child Care page](#)
- [DSS Child Day Care Search page](#)
- [DSS Assistance for Parents & Guardians page](#)

**Virginia Quality**
Virginia Quality allows parents to learn about quality ratings and search for child care, including home care that is Virginia quality rated. Access Virginia Quality [here](#).

**Care.com**
This is a national search tool that allows parents to search based on need and matches caregivers to the requested need. Access them [here](#).

**Other Ideas**
Locate neighbors, friends, co-workers, etc., with similarly aged children, or older children who can provide childcare, and form a ‘pod’ where you provide support for each other’s families, taking turns working and watching children. This helps to keep
kids socialized and provides less COVID-19 exposure to all members in the pod, since the group interacts primarily with each other.

HEALTH & SAFETY GUIDANCE

Personal Safety Practices

Face Coverings and Masks
The College has a stand-alone Face Covering Policy. You should read it carefully and follow the guidance provided.

Social Distancing
Keeping a 6 foot space between you and others is one of the best tools we have to avoid being exposed to the COVID-19 virus and slowing its spread. Social distancing is important for everyone, especially to help protect people who are at higher risk of getting very sick. However, it is not possible for all job tasks to be performed while maintaining a social distance. When social distancing cannot be maintained, facial coverings/masks must be worn.

Handwashing
Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, sneezing, or touching your face. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol.

Gloves, Goggles and Face Shields
Employees do not need to wear gloves, goggles, or face shields as part of general activity on campus. A facial covering, good hand hygiene and avoiding touching your face are generally sufficient for non-healthcare environments.

Coughing/Sneezing Hygiene
If you are in a private setting and do not have on your face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Used tissues should be thrown in the trash. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.
Guidance for Specific Workplace Scenarios

Public Transportation
If you use public transportation, wear a mask before entering a bus, UBER, or LYFT and avoid touching surfaces with your hands. Upon disembarking, wash your hands or use alcohol-based hand sanitizers before removing your mask.

Working in Office Environments
A mask or face covering is not required if you are working alone in a confined office space. If you work in an open environment, be sure to maintain at least a 6 foot distance from co-workers. You should wear a face mask or face covering at all times while in a shared work space/room that cannot facilitate social distancing.

Departments should assess open work environments and meeting rooms to institute measures to physically separate and increase distance between employees, other coworkers, and customers. This may include visual cues such as floor decals, colored tape, or signs to indicate to customers where they should stand while waiting in line. The Print Shop has supplies you can order for this purpose.

Using Restrooms
Use of restrooms should be limited based on size to ensure at least 6 feet distance between individuals. Wash your hands thoroughly afterward to reduce the potential transmission of the virus.

Using Elevators
No more than one person may enter an elevator at a time unless accompanied by a caregiver for physical assistance. Please use the stairs whenever possible. If you are using the elevator, wear your mask or face covering and avoid touching the elevator buttons with your exposed hand/fingers, if possible. Wash your hands or use alcohol-based hand sanitizers with greater than 60% alcohol.

Meetings
Convening in groups increases the risk of viral transmission. Meetings should be held in whole or part using the extensive range of available collaboration tools (e.g. Zoom, WebEx, Microsoft Teams, telephone, etc.). You are encouraged to communicate by email, instant message, telephone or other available technology rather than face-to-face.

Meals
Before and after eating, you should wash your hands thoroughly to reduce the potential transmission of the virus. Follow social distancing standards while eating. Wipe all surfaces, including table, refrigerator handle, coffee machine, etc. after using in common areas.
Mental and Emotional Wellbeing

The COVID-19 pandemic has impacted nearly every facet of our daily lives. We’re all in this together, even when we need some help. The following resources are available, and we encourage you to take advantage of them in these unpredictable and challenging times.

Employee Assistance Program (EAP) is available to offer emotional support during this stressful period. Telephonic or video counseling is available, and you can access this service using most smartphones, tablets and computers with a camera. You may contact EAP by calling 540-989-6605 or 800-699-9396 or visiting the EAP website (www.PsychHealthRoanoke.com).

Anthem Live Health Online
This is a convenient option of a virtual physician visit for physical or mental health. Get access to board-certified doctors 24/7. Visit the Live Health website (https://livehealthonline.com)

Therapy Assistance Online (TAO) Self Health
Offered through SH&C and available to faculty and staff, TAO Connect can also be used as a purely self-guided tool, consisting of educational and interactive modules, practice tools, journals and progress measures. You can explore modules on stress, pain, mood, relationships and more. Create a personal account following the instructions on the website, establish your password, and you are on your way.

Student Health and Counseling Services (SH&C)
Roanoke College is committed to supporting your overall health and wellbeing. You may contact SH&C at 540-375-2286 or email them at healthservices@roanoke.edu to get connected with a licensed mental health provider for a brief consultation. All confidentiality guidelines apply. Visits can be conducted by phone or telehealth (live video/phone). An employee may make a telehealth appointment if they would like to talk through what they are experiencing, and/or to access coping skills and resources to offer support, manage stress and enhance their resilience.