



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 will be 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 be aligned and consistent with local orders and ordinances of the City of Salem, as well as the Commonwealth of Virginia's phased reopening model. The College's plans will 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 return to work protocols throughout this pandemic.

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

You will be contacted by your supervisor when it is time for you to return to work. In the meantime, please read this and other information on our COVID-19 website regarding changes in policies and practices.

RETURN TO THE WORKPLACE

Return to 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 return to work 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 workplace expectations and guidelines.

Symptom Monitoring Requirement

Staff who have been instructed to return to the workplace should conduct symptom monitoring every day before reporting to work. A three question electronic daily health assessment is available on the Return to Roanoke website for this purpose. Any 'yes' answers 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, these 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 Monday – Friday 8 a.m. and 4:30 p.m. 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 face mask to reduce virus transmission to others. You should self-isolate until cleared by SH&C to return to work.

Employees who have been instructed to return to work on-site and have concerns about doing so due to a medical condition that places them in a higher risk group or those who wish to seek ADA Reasonable Accommodations related to returning to the workplace should discuss these concerns with their supervisor and submit a request for accommodations, which may be found on the Return to Roanoke website.

Phased Staffing

Roanoke College will phase in a return of staff over time in a coordinated process. It is expected that all employees will return to campus by the end of July in order to prepare for the return of students to campus in early August. However, this plan may be adjusted as conditions change. Your supervisor will let you know when it is time to return to work.

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. Employees can find the forms for filing accommodations on the faculty and staff Return to Roanoke website.

As staffing on-site increases and operations expand, the college will closely monitor and assess the potential spread of the virus, as well as existing policies and procedures to mitigate it. If localized outbreaks emerge, tighter restrictions and reduced staffing may need to be implemented again.

Staffing Options

Once employees have been instructed to return to work on-site, there are several options departments may consider as we move through our phased reintroduction back to campus to reduce population density within buildings and work spaces. Remote work will come to an end for many employees, but until such time as everyone is asked to be back on campus, you may be asked to:

- Continue to work remotely
- Alternate your work schedule
- Have staggered entry and exit times
- Follow other schedule changes to facilitate a coordinated, safe return.

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, your 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 fall 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. You will notice an increase in the frequency of cleaning, as well as changes in methodology. You will also see 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 enacted in July, employees who test positive must remain home for at least three days (72 hours) since

recovery, defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath) and at least 10 days have passed since symptoms first appeared. Also per these regulations, the campus will be notified of any positive employee tests on campus. Names will not be released, only that there was a positive case. Employee medical information is confidential and we are committed to ensuring employee privacy.

Childcare Information

As public schools announce modified in-person attendance for students, we understand that these changes are placing unusual stressors 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 you can determine what option is right for your child(ren).

[Roanoke College Student Caregiver List](#)

The college is soliciting 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. This is currently in development and more information will be published soon.

[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' or informal co-op 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.

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 required 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.

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.

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>)

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.