



KEEP LEADING!

**Supervisor's Guide
for Returning to the Workplace**

ROANOKE COLLEGE®

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Welcome Back!

This guide is designed for supervisors of both Faculty and Staff. When paid leave is mentioned, it only applies to Staff employees who earn leave. In addition to the normal leave accruals for benefit eligible Staff members, Staff have access to 5 extra days of personal leave through December 31, 2020.

Supervisors play a crucial role in our continued commitment to find creative solutions, remain flexible, and fulfill the College's mission while ensuring the health and well-being of employees. During the phased re-opening of the College, supervisors' leadership will be vital.

Supervisors must remain vigilant in emphasizing the importance of daily self-screens, social distancing, handwashing, staying home when sick, and use of cloth face coverings. As we reopen campus, be ready to adjust plans based on COVID-19 case data as needed. This paced and flexible approach supports our vision for fall and beyond.

It is possible we could see a positive case in Salem or on our campus. This is not a cause for alarm and does not mean the college will automatically close. We have developed plans to address this situation. The Health Center & Campus Safety will monitor and conduct contact tracing to determine the best course of action to stop the spread for the safety of everyone. This may include isolation or quarantine in designated areas. The following factors could influence our return to campus:

- Local or state orders directing phase regression due to outbreak
- In response to school-based cases of COVID-19 for decontamination and contact tracing
- In response to significant absenteeism of faculty, staff, and students due to COVID-19 diagnosis
- As directed by the College in response to a localized outbreak on campus where there is a sustained rise in new cases on campus for five days or more
- For any reason significantly impacting the safety of the campus community.

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 College's mission in the most effective

way possible. Your mission is to help employees understand that we are here to help fulfill the College's mission, which requires their presence on campus.

Personnel Situations Resulting From COVID-19

You will supervise employees who have differing thoughts and beliefs about COVID-19. Be prepared to manage employees who fall into these categories:

- Those at higher risk for serious illness who may need an accommodation under the ADA.
- Those healthy and ready to return to campus.
- Those currently ill with COVID-19, but ready to return to campus following recovery.
- Those still experiencing child care or family care issues.
- Those who refuse to follow the College's new health and safety protocols.
- Those with concerns or anxiety about returning, but who are not at a higher risk of contracting the disease.

Education, guidance, and compassion will be needed as we reopen campus. Please note the following as you assist employees in their return.

- The campus is open and students are counting on us for a high quality experience.
- Employees who are not at a higher risk for serious illness, and who have not been granted a workplace accommodation, are expected to be at work.
- Employees currently diagnosed with (and recovering from) COVID-19 are sick, and like any other sick employee, should not come to work. Depending upon the severity of their illness, they may qualify for FMLA and/or STD. Generally, employees will be required to use sick leave, just like they would for any other illness.
- Employees who cannot, or will not, come to work (i.e. child care, anxiety) may use their accrued leave. Those that do not accrue leave may be offered an unpaid leave of absence (LOA) for a limited time. Consult with Human Resources.
- Ensure that employees who refuse to follow our health and safety guidelines understand the policy and the need for the policy. Contact your supervisor and HR for assistance if needed.

In some cases, it may be helpful to consider a situation without the inclusion of COVID-19 into the issue. For example, if an employee said they need to care for their mother in another state, what would the employee's options be? In this case, FMLA, utilization of accrued leave, or unpaid leave of absence are possible solutions. The same options

still apply with COVID-19 as an added component. In addition to guidance you will find in this manual, we have also prepared an extensive FAQ sheet with more guidance on handling the variety of personnel situations that you will face as employees return to work.

Health and Safety Expectations

As supervisors, it is important to understand the health-related guidance related to COVID-19, both for yourself and for employees. Review this information often with your employees. All employees are expected to do the following:

Be aware of COVID-19 symptoms. 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 or body aches
- Headache
- Sore throat
- Fatigue
- New GI symptoms
- New loss of taste or smell

Employees who develop symptoms should stay home, limit contact with others, and contact their health care provider or, if needed, their local emergency room.

Check temperature. Employees should perform self-temperature checks before coming to the workplace and stay home if they have a fever. Normal temperature should not exceed 100.4 degrees Fahrenheit. Certain departments will be required to check the employee's temperature upon arriving to work, and at mid-shift. This includes: Dining Services, Housekeeping, Facilities, Residence Life, Campus Safety, and Student Health.

Self-Isolate. Employees in these categories, per CDC guidelines, are required to self-isolate for up to 14 days:

- Anyone with symptoms of possible COVID-19 infection or known to be positive for COVID-19 infection.
- Anyone who has had close contact with someone known to be diagnosed with COVID-19. Close contact means being within about six feet of a person diagnosed with COVID-19 for more than 10-15 minutes, where neither party was

wearing a mask. Close contact also means having direct contact with secretions (typically coughs and sneezes) from a person with COVID-19.

- Anyone arriving back in the US after traveling in another country designated by the Department of State at Level 3 or higher.
- Anyone arriving from a cruise ship.
- Anyone traveling from areas or cities within the US where community spread of COVID-19 is ongoing. Unlike with international travel, there is no single source or authority to determine if you need to self-isolate after traveling from a location in the US. Instead, domestic travelers will need to decide what they need to do based on their evaluation of local conditions. 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 who develop any symptoms of COVID-19 during self-isolation should contact their health care provider or, if needed, their local emergency room.

Employees who have been in contact with someone who is self-isolating but not known to be infected with COVID-19 are **not** required to self-isolate but are encouraged to take precautions and closely monitor their health.

Wash hands often. Employees should [wash their hands](#) often with soap and water for at least 20 seconds, especially after being in a public place, after touching frequently used items or surfaces, or after blowing their nose, coughing, or sneezing. If soap and water are not readily available, employees should use a hand sanitizer that contains at least 60 percent alcohol, covering all surfaces of their hands and rubbing them together until they feel dry. Employees should avoid touching their eyes, nose, and mouth with unwashed hands.

Practice social distancing. Employees should maintain a distance of six feet and practice social distancing as work duties permit. Work spaces, classrooms, labs, meetings, and activities should be evaluated and adjusted as necessary to maintain proper social distancing.

Elevator Safety. During this time, we ask that if employees are able to do so, that they please take the stairs. If employees need to take the elevator because they cannot use the stairs, no more than one person should be on the elevator. Exceptions may be made for personal care assistants. Under no circumstances should employees enter an elevator or wait in an elevator lobby without a mask or cloth face covering.

Wear a cloth face covering around others. The College will provide a cloth face covering, and employees will be asked to wear a cloth face covering (their own or provided by the College) when in public or when social distancing is not possible. Refer to the college's Facial Covering policy for full details.

Cover coughs and sneezes. Employees in a private setting who do not have on a cloth face covering need to always cover their mouth and nose with a tissue when they cough or sneeze, or use the inside of their elbow.

Clean and disinfect spaces. Clean and disinfect frequently touched surfaces daily. This includes shared spaces such as tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, faucets, and sinks. Employees are encouraged to use disinfectant between uses of shared spaces throughout the day. Keep workspaces free of clutter, excess personal items, and other unnecessary items to allow for maximum cleaning of all surfaces. Supervisors should address workspaces that are not properly maintained.

Keep buildings secure. Doors should NOT be propped open. This will continue to support our social distancing efforts and our ability to track employee movement around campus. Closed facilities will be marked with appropriate signage.

Supervisor Expectations

All supervisors shall do the following:

Emphasize the importance of a phased return for the health and safety of our campus community. Employees should not return to work until they have been notified to return.

Strategize additional safety measures for your department during our phased return as appropriate, including:

- Remote work
- Alternate work schedules
- Flexible scheduling
- Coordinating work schedules for those in cubicles to allow for social distancing.
- Incorporate technology to converse or meet (telephone, Zoom, Microsoft Teams, etc.)
- Stagger entry and exit times.

Restrict common areas. Identify and restrict areas where people are likely to congregate and interact, or enforce social distancing protocols (for example, break rooms and lobbies). Ask employees to wash hands before touching shared coffee pots, refrigerators and microwaves. Handles and other shared surfaces should be disinfected by employees after each use.

Place recommended signage and traffic flow indicators. A coordinated effort is underway to stage line markers, install plexiglass shields, and post distancing

reminders. If you need a signage template, check with Marketing and Communications as they have some developed which can be printed in the Print Shop.

Emphasize and enforce work site adherence to all health and safety guidance by ensuring that employees:

- Operate as if they assume they are infectious and others are infectious; limiting interactions with others.
- Use designated building entrances and restrooms.
- Follow accepted policies and procedures with respect to health and safety.
- Do not engage in work practices that could be considered a danger to health and safety.
- Be aware of situations that could be considered a danger to the health and safety of others.
- Report to their immediate supervisor when witnessing others not adhering to health and safety guidance.
- Order a “stop work” if fellow workers are engaged in work that is considered a danger to health or safety.

Supervisors who need help managing an employee refusing to follow the health and safety guidelines should discuss the situation with their manager or Human Resources.

Encourage employees to monitor their health by self-screening each day before coming in to work. There is a three question electronic assessment on the Return to Roanoke webpage for this purpose. Positive answers will be routed to SH&C for follow-up.

If an employee reports to work displaying symptoms of COVID-19, the College has provided a one page screening assessment that you should use to see if the employee should be sent home.

Employees should not physically return to work until they are cleared by their healthcare providers. Employees should not be required to have a negative COVID-19 test to return to work.

Apply appropriate leave policies.

- Send an employee home if you suspect they may be sick. Notify SH&C. They will follow up with the employee.
 - Employees should use sick time or vacation to cover time off. If an employee does not have any accrued leave, the employee may be placed on an unpaid leave of absence.
- If an employee is unable to work because they are under a government ordered quarantine, a doctor has advised the employee to quarantine, or the employee tests positive for COVID-19, the employee should remain home.

- Employees should use sick time or vacation to cover time off. If an employee does not have any accrued leave, the employee may be placed on an unpaid leave of absence.
- If an employee cannot obtain child care for a minor child, the employee may use their personal leave. If no leave is available, a limited leave of absence will be available for the employee. Contact HR to discuss leave options.

Consult Human Resources regarding cases where employees may feel unsafe to return during their designated phase (examples: vulnerable populations, unavoidable exposure to elderly family members, concerns about a lack of PPE).

Remind employees about available resources and supports such as the Employee Assistance Program (EAP), 540-989-6605 or 800-699-9396 or www.PsychHealthRoanoke.com. Another option for physical and mental health is Anthem Live Health Online, (<https://livehealthonline.com>). Additionally, SH&C will provide a brief consultation for the employee to evaluate for COVID-19. Contact them at 540-375-2286 or email them at healthservices@roanoke.edu.

Remember that working from home mirrors office workers' compensation liability and standard protocol. If a work injury is life-threatening or results in serious bodily injury, immediately call 911. For non-urgent injuries, the first step is to report the injury to Human Resources. Employees who test positive for COVID-19 should complete a First Report of Injury if they feel they were exposed in the workplace. Compensability of claims will be determined by the Virginia Workers' Compensation Commission.

Be prepared to revert back to a prior phase, including a remote working environment if the campus deems this necessary.

What to Expect If COVID-19 is Found on Campus

Roanoke College will remain vigilant and responsive to outbreaks to protect the health and well-being of our campus community. It may be unavoidable that some students, faculty, and staff will be diagnosed with the disease as we return to campus. This should be expected.

Students who test positive will return home, if possible, or be isolated/quarantined in a campus residence designated for this purpose. The campus has a well-designed plan to isolate/quarantine and care for students who test positive on campus. They must remain isolated/quarantined or off campus at home until released by Student Health.

Faculty and staff who test positive will be asked to isolate at home. Based on Virginia regulations enacted in July, they must remain home for 10 days and have two negative tests before being allowed to return to work.

In all positive campus cases, contact tracing will be done. Employees will be notified that there has been a positive case on campus. Due to privacy laws, the college will be unable to share the names of individuals testing positive. If you know who these individuals are, you should not share this information so as not to violate the employee's health privacy rights.

Students, faculty and staff who are contacted by the Health Center about a possible exposure to COVID-19 may not need to isolate or quarantine due to specific circumstances gleaned from contact tracing. These cases may be considered to have a lower risk of disease transmission. Instead, they will continue to diligently monitor their own health, and at the first sign of symptoms notify their supervisor. If you are contacted by an employee that is displaying symptoms of COVID-19, you should send them home if they are at work. Whether the employee is at work or at home, notify Student Health and Campus Safety about the change in the employee's health.