

COVID-19 Procedures for Employees (Faculty and Staff)

SHSST is committed to the physical well-being of all of its community members and the educational progress of students amid the COVID-19 pandemic. To this end, SHSST has developed a four-phase operational plan for responding to the possible trajectories of the COVID-19 pandemic. Please see SHSST's [COVID-19 Response Operations Plan](#) for details.

In responding to incidents of COVID-19 illness or direct contact with an infected person, SHSST has developed this policy and will follow the [Public Health Recommendations for Community-Related Exposure as well as any state or local health requirements](#). Since the procedures mandated by the CDC and state or local health departments may change, all employees should work with directly with their supervisor when deciding how to respond to a COVID-19 illness or direct contact with known or suspected COVID-19 ill person. SHSST will maintain transparent communication with members of the school community about any policy changes.

What are SHSST'S General Expectations of Employees In the COVID-19 environment?

- Employees are expected to follow all protocols corresponding to the current Phase of Operations in SHSST's [COVID-19 Response Operations Plan](#).
- Employees are expected to self-monitor for COVID-19 [symptoms](#).
- Employees are expected to work with their supervisor if they have any questions or concerns about SHSST's response to COVID-19.

What can Employees Expect from SHSST in the COVID-19 environment?

- If SHSST learns that someone in the SHSST community has COVID-19, SHSST will work with the local health department to notify anyone who may have been exposed.
- SHSST will maintain the confidentiality of an ill employee as required by federal and state regulations.
- Notification to SHSST that an employee has a positive test or symptoms of COVID-19 will not jeopardize the employee's position.
- SHSST will follow employee handbook policies related to absences for COVID-19.

What Should an Employee Do if He/She has COVID-19 Symptoms, has Tested Positive for COVID-19, or has had Direct Contact with a Known or Suspected COVID-19 Positive Person?

If an employee begins to feel ill or experiences any COVID-19 [symptoms](#) while at work, thermometers are available at one of the designated locations (see HR in Room 214 or Front Desk).

If an employee has a fever, is experiencing any COVID-19 [symptoms](#), , he/she should:

- Leave work immediately and coordinate with his/her medical provider to have his/her condition assessed (If transportation assistance is needed notify your supervisor)
- Refrain from returning to work until the criteria to [discontinue home isolation](#) are met and in consultation with their healthcare provider.
- Self-quarantine and monitor for [symptoms](#).
- Maintain quarantine until he/she has been tested and received results, has been symptom free for the [CDC-mandated length of time](#), and receives clearance from his/her healthcare provider to return to work.
- Contact his/her supervisor to report absence and discuss arrangements for remote work if feasible.

*Supervisor should notify HR. SHSST complies with Families First Coronavirus Response Act (FFCRA) regarding COVID-19 medical leave. HR has further information on this.

If an employee learns that he/she has been directly exposed to an infected person, he/she should:

- Leave work immediately and coordinate with his/her medical provider (if necessary) to have his/her condition assessed (If transportation assistance is needed notify your supervisor)
- Refrain from returning to work until the criteria to [Reduced Quarantine for Contacts of Persons with COVID 19](#) are met and in consultation with their healthcare provider.
- Self-quarantine and monitor for [symptoms](#).
- Maintain quarantine until he/she has been tested and received results, has been symptom free for the [Reduced Quarantine for Contacts of Persons with COVID 19](#) or receives clearance from his/her healthcare provider to return to work.
- Contact his/her supervisor to report absence and discuss arrangements for remote work if feasible.

If an employee tests positive for COVID-19, or has reason to believe he/she may have COVID-19 he/she should:

- Leave work immediately and coordinate with his/her medical provider to have his/her condition assessed (If transportation assistance is needed notify your supervisor)
- Refrain from returning to work until the criteria to [discontinue home isolation](#) are met and in consultation with their healthcare provider.
- Self-isolate for the [CDC-mandated length of time](#) and employee receives clearance from a health care provider to return to work.
- Follow [CDC-recommended steps](#).
- Contact his/her supervisor to discuss anticipated absence from work and discuss arrangements for remote work if feasible.

*Supervisor should notify HR. SHSST complies with Families First Coronavirus Response Act (FFCRA) regarding COVID-19 medical leave. HR has further information on this.

What Should an Employee Do if He/She is caring for Someone With COVID-19?

- Employees who are well but who have a sick family member at home with COVID-19 should

- notify their supervisor and discuss accommodations for telework if possible/necessary.
- Employee are encouraged to follow [CDC recommended precautions](#).
- Employees are also expected to use CDC's [self-checker tool](#) to monitor for symptoms.

What Steps will SHSST Take if a Member of the SHSST Community is Diagnosed with COVID-19?

If a member of the SHSST is diagnosed with COVID-19, then the institutional practices recommended by the CDC will be followed. Currently, this guidance is:

- In most cases, facility shut-down is not necessary.
- If it has been less than 7 days since the sick employee has been in the facility, areas used for prolonged periods of time by the sick person will be closed off.
 - Custodial staff will wait 24 hours before cleaning and disinfecting the employee's extended use area(s) to minimize potential for other employees being exposed to respiratory droplets.
 - If waiting 24 hours is not feasible, the SHSST maintenance staff will wait as long as possible before initiating cleaning procedures.
 - During this waiting period, SHSST will open outside doors and windows to increase air circulation in these areas.
- If it has been 7 days or more since the sick employee used the facility, additional cleaning and disinfection is not necessary. However, enhanced cleaning and disinfecting protocols will continue for all high-touch surfaces in the facility.
- SHSST will determine which employees may have been exposed to the virus and may need to take the following additional precautions:
 - Inform employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act
 - SHSST will follow the [Public Health Recommendations for Community-Related Exposure](#) and instruct potentially exposed employees to stay home for the [CDC Reduced Quarantine for Contacts of Persons with COVID 19](#), telework if possible, and self-monitor for [symptoms](#).

SHSST complies with Families First Coronavirus Response Act (FFCRA) regarding COVID-19 medical leave. Please contact HR for further information.

What are SHSST'S Expectations of Quarantined Employees?

Precautionary Quarantine

Employees placed into quarantine as a precautionary measure are expected to continue to perform, to the degree practically possible, their assigned duties (including teaching, for faculty) through the use of technology and other means. In such situations, the employee is to follow the procedures delineated below:

- 1) The employee and the supervisor or departmental vice president will enter into a dialogue about work expectations and outline a plan by which the employee will continue, to the degree feasible, performing work related duties and functions. If it's deemed appropriate and/or helpful, HR can be consulted in this process.
- 2) The primary responsibility for executing this plan rests upon the employee, but part of this conversation will entail delineating any needed institutional support structures.

- 3) After this conversation, the plan will be delineated in writing and distributed to the supervisor or departmental vice president and a carbon copy will be sent to the Rector.
- 4) **Faculty:** Once the remote work plan is finalized and approved, the faculty member will inform the students about the online pedagogical practices that will be implemented during the faculty member's quarantine period.
- 5) The employee will proactively continue to stay in communication with their supervisor or departmental vice president regarding work progress, quarantine status, and physical health until the employee returns to working on campus.
- 6) If the employee is diagnosed with COVID-19, then the procedures delineated below for such situations will be followed.

Illness Quarantine

Employees who express COVID-19 [symptoms](#) will follow the procedures delineated below:

1. The standard practices for employee illness, as well as any additional federal or state mandated employment requirements in relation to COVID-19 illness, will be followed. In the case of faculty, this will involve cancellation of class sessions, readjustment of syllabus upon return to health, etc.
2. If testing reveals that the illness is not related to COVID-19 but the employee is still required to maintain quarantine after recovery from the illness, then the procedures delineated for precautionary quarantine will be implemented at the point at which the employ is no longer ill. The employee will inform his/her supervisor or departmental vice president when he/she has recovered from the illness.

Employees who are diagnosed with COVID-19 will follow the procedures delineated below:

1. While the severity of COVID-19 symptoms can vary widely, the employee who is positively diagnosed will not be expected to perform his/her teaching and other duties while expressing symptoms.
2. When no longer expressing COVID-19 symptoms but still required to maintain quarantine, the procedures delineated for precautionary quarantines will be implemented, which will be initiated when the employee informs his/her supervisor or departmental vice president that he/she has recovered from the illness.
3. If it is ascertained that the employee's illness is likely to be sustained for a period longer than one week, then the supervisor or departmental vice president will develop a plan for maintaining the employee's work functions during their illness.
4. If the employee is a faculty member, then part of this plan will entail how the educational progress of the students in the faculty member's course(s) will be maintained. If the faculty member's physical condition permits, this plan should be developed in consultation with the ill faculty member.
 - a. Options might range from posting of discussion board questions related to assigned readings on course Populi site (possibly managed by the library staff) to engaging another instructor to serve as a substitute teacher.
 - b. The departmental vice president will be responsible for developing, implementing, and overseeing this plan.
5. Once the employee has recovered and has returned from quarantine, this plan will be ended, though it might be deemed appropriate to provide the employee with some ongoing additional support and/or accommodations. This may be the case for COVID-19 infected employees who are no longer infectious yet are still suffering from health or physical consequences of the disease.

What Should an Employee Do if They Travel?

Risk via exposure increases as people travel to new areas. Employees are asked to limit travel if possible. Please see the latest CDC guidance at: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>. Employees who are planning to travel are to discuss travel plans with their supervisor and make anticipated post-travel work arrangements. Three to five days after travel, the employee should have a viral test. If the test is positive, they must quarantine for 14 days; if negative, 10 days. If the employee is not tested, they must quarantine for 14 days. Reasonable accommodations or exceptions, especially for essential employees, should be agreed to with the supervisor and then taken to the rector for approval.

What If an Employee Needs an Accommodation Due to COVID-19?

The [Families First Coronavirus Response Act \(FFCRA\)](#) has identified qualifying reasons for employees to request leave. If an employee believes they qualify, they are to engage their supervisor or departmental vice president on possible reasonable accommodations. If it is determined that a reasonable accommodation is appropriate, then the following procedures will be implemented:

1. The employee will submit in writing (e.g., email) to their supervisor or departmental vice president and the Rector a formal request specifying the leave and delineating the relevant qualifying reason as outlined in FFCRA.
2. If the reasonable accommodation being sought by a faculty member includes a request to teach online during Phase 3 or 4, the plan will address the following considerations:
 - a. Faculty will be expected to extensively employ effective online learning strategies (e.g., discussion boards on Populi) and other online pedagogical methods and not simply do “remote teaching” via Zoom.
 - b. While it will be normatively expected that the faculty member will use a hybrid method of course delivery that incorporates both asynchronistic and synchronistic elements, the faculty member cannot be assured that the students will be available to present online during the class session times originally scheduled by the registrar.
 - i. Since the goal is to minimize the faculty member’s exposure by teaching online, then so too the student’s exposure will also be prioritized as well.
 - ii. Hence, students might not be available for class during the scheduled class time if they need to use that timeframe to travel from campus back to their residence.
 - iii. It will be the responsibility of the instructor – not the registrar – to find a time that is workable for the students in the class and the instructor.
 - iv. Once the class time is established, the instructor will alert the registrar on the newly established synchronistic class time.
3. The accommodation plan may require review by the departmental vice president and/or Rector; the results of the review will be communicated to the employee.
4. The approved reasonable accommodation plan will delineate a specific length of time by which this plan will be reviewed by the employee and vice president to ensure that the plan is working as anticipated and is still necessary to continue.
5. SHSST reserves the right to require the employee back to onsite work should an accommodation become prolonged, unreasonable, and/or a hindrance to the institution's ability to function effectively.

What Should an Employee Do if They Want to Work from Home for an Extended Period?

Employees who do not fall under the FFCRA guidelines but who wish to work remotely also need to engage their supervisor and create a reasonable accommodation plan as outlined above. The approved reasonable accommodation plan will delineate a specific length of time by which this plan will be reviewed by the employee and vice president to ensure that the plan is working as anticipated

and is still necessary to continue. SHSST reserves the right to require the employee back to onsite work should an accommodation become prolonged, unreasonable, and/or a hindrance to the institution's ability to function effectively.