# **COAHOMA COMMUNITY COLLEGE**



# GUIDE FOR RETURNING TO THE WORKPLACE JUNE 1, 2020

## **GUIDING PRINCIPLES**

Coahoma Community College's policies and protocols for responding to the COVID-19 pandemic will be rooted in the safety of our students, staff, and faculty, and of the public with whom we interact.

The primary goals for CCC's response to the COVID-19 pandemic are to keep our Coahoma Community College family and our campus safe and virusfree, protect public health, and maintain the academic mission of Coahoma Community College.

CCC's plans will also be aligned and consistent with local orders and ordinances of Coahoma County, policies and guidelines of the Mississippi Institutions of Higher Learning, as well as the State of Mississippi's Reopening Model and the Mississippi Department of Public Health. CCC's plans will also follow recommendations from the federal government (Opening Guidelines) and Centers for Disease Control and Prevention.

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

This document is intended to be a guide for general college operations. Some units, such as food service, clinical instruction, etc., will require specialized policies and procedures not covered here.

## Watch for Symptoms



People with COVID-19 have had a wide range of symptoms reported-ranging from mild symptoms to severe illness.

Symptoms may appear **2 - 14 days after exposure to the virus.** People with these symptoms may have COVID-19-

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

This list is not an exhaustive list of all possible symptoms. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting or diarrhea

## WORKPLACE EXPECTATIONS AND GUIDELINES

All employees are expected to comply fully with the policies, protocols, and guidelines outlined in this document as part of Coahoma Community College's Workplace Expectations and Guidelines. Failure to do so may result in corrective action.

As staffing on-site increases and operations expand, officials 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.

## I. Return to Work

Executive Order #1484 of the Office of Governor, State of Mississippi, was issued on May 14, 2020, and directed state agencies to begin the process of returning employees to work. To ensure that proper safeguards and protocols are in place for the safety and well-being of employees and the public, Coahoma Community College will resume regular operations on Tuesday, June 1, 2020. All staff employees are to report to work on that day.

Employees who are considered "high risk" for COVID-19, and have concerns regarding their vulnerability in the workplace, should contact their supervisor and the Office of Human Resources to determine possible options. Under extenuating circumstances, a "work from home" option may be available, if approved by the respective Department Head and President.

## **II. Health and Safety Considerations**

## A. Facility Cleaning and Sanitation

In preparation for the return of all employees, Coahoma Community College has cleaned and sanitized all campus facilities. Also, the university has implemented cleaning and disinfecting practices, according to CDC guidelines, to maintain clean facilities and safe conditions. Hand sanitizers have been installed at all entrances and high-traffic areas. In addition to custodial crews cleaning office and workspaces every day, each department will be provided sanitizing supplies for employees to clean commonly used surfaces (copier, coffee maker, light switches, doorknobs, etc.), before and after use, and throughout the day. Facilities Management staff will clean high traffic common areas (restrooms, door handles, stairwell handles, elevators, etc.) frequently during the day.

Customer service areas (Student Business Services, Registrar's Office, Student Financial Assistance, etc.) will have marks on the floor to ensure customers maintain a distance of at least 6 feet between one another.

## B. Health and Safety Training

Employees should be proactive in being knowledgeable about best practices for the prevention of the spread of COVID-19. Listed below are links to a few documents to help employees work safely on campus.

- Keeping the workplace safe: <u>https://www.cdc.gov/coronavirus/2019-</u> <u>ncov/community/stay-safe.html</u>
- Prevent getting sick: <u>https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-</u> <u>sick/how-to-wear-cloth-face-coverings.html</u>
- Frequently asked questions: <u>https://www.cdc.gov/coronavirus/2019-ncov/faq.html</u>

## III. Symptom Monitoring Requirement

Employees must participate in a COVID-19 symptom and temperature check before they begin their work each day. Employees are strongly encouraged not to come to campus if they do not feel well.

Entry to buildings, employees will take their own temperatures with the no touch thermometer. The employees will read the "STOP SIGN" and will assess themselves based on the questions on the COVID 19 "STOP SIGN". If the employees are cleared, they write the date on a sticker that must be worn for the duration of the day. If an employee is ineligible to report to work due to the results of the symptom and temperature check, the Human Resources Office and the employee's direct supervisor will be notified.

## A. Enter and Exit Control

Only one entrance and exit will be used at each building. Building Managers have identified usable entry points for their building(s) and will coordinate arrival and departure times of employees to reduce congestion during typical "rush hours" of the business day. Employees must report to work and depart work through the designated building access and at the designated time in order to limit the number of people entering and exiting buildings at any one time.

(See "Designated Entrances/Testing Locations for Campus Facilities" at the end of this document)

## **B. Symptom Check**

All employees will be screened for COVID-19 symptoms each day when they report to work. An employee who answers "yes" to any question will not be eligible to report to work and will be asked to return home.

The following questions will be asked:

- Have you been in close contact with a confirmed case of COVID-19 in the past 14 days?
- Are you experiencing a cough, shortness of breath, or sore throat?
- Have you had a fever in the last 48 hours?
- Have you had a new loss of taste or smell?
- Have you had vomiting or diarrhea in the last 24 hours?

## C. Temperature Screening

All employees must participate in temperature screening each day when they report to work. The temperature screening will be conducted with a no-touch thermometer. An employee who has a temperature of 100.0° Fahrenheit or higher will not be eligible to report to work and must be "fever free" for 72 hours before returning to work.

## **IV.** Personal Safety Practices

## A. Face Masks/Cloth Face Coverings

Face masks or face coverings must be worn by all employees working on campus when in the presence of others and in public settings where social distancing measures are difficult to maintain (e.g., common workspaces, meeting rooms, classrooms, etc.). Coahoma Community College will provide a re-useable mask to all employees, at no cost to the employee. Employees can purchase additional masks in the CCC Bookstore.

Appropriate use of face masks or coverings is critical in minimizing risks to others near you. You could spread COVID-19 to others even if you do not feel sick. The mask or cloth face covering is not a substitute for social distancing. Cloth face coverings must be worn for only one day at a time and must be properly laundered before use again. See details below regarding mask use and care.

Type and Intended Use of Face Coverings/Masks									
Туре	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		FDA-approved masks to protect the wearer from large droplets and splashes; helps contains wearer's respiratory emissions	Provide effective respiratory protection from airborne particles and aerosols; helps contain wearer's respiratory emissions					
Intended use	healthcare settings research/work settin where 6' social dista maintained. Must be	s community use in non- (office spaces, general ngs, shops, community areas ancing cannot be consistently e replaced daily. (While likely and egress, not required e in an office).	These masks are reserved for healthcare workers and other approved areas with task-specific hazards determined by the Occupational and Environmental Safety Office (OESO).						

## B. Use and care of face coverings

## 1) Putting on the face covering/disposable mask:

- Wash hands or use hand sanitizer prior to handling the face covering/disposable mask.
- Ensure the face-covering/disposable mask fits over the nose and under the chin.
- □ Situate the face-covering/disposable mask properly with nose wire snug against the nose (where applicable).
- Tie straps behind the head and neck or loop around the ears.
- Throughout the process, avoid touching the front of the face covering/disposable mask.

## 2) Taking off the face covering/disposable mask:

- Do not touch your eyes, nose, or mouth when removing the face covering/disposable mask.
- When taking off the face covering/disposable mask, loop your finger into the strap and pull the strap away from the ear, or untie the straps.
- Wash hands immediately after removing the face covering/disposable mask.

# 3) Care, storage, and laundering the face covering/ disposable mask:

- Keep face coverings/disposable mask stored in a paper bag when not in use.
- Cloth face coverings may not be used more than one dayat 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, punctured), or visibly contaminated.
- Disposable masks must not be used for more than one day and should be placed in the trash after your shift or if it is

soiled, damaged (e.g., stretched ear loops, torn or punctured material), or visibly contaminated.

## **C.** Social Distancing



Keeping 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. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you have no symptoms. Social distancing is important for everyone, especially to help protect people who are at higher risk of getting very sick.

Employees should follow these social distancing practices:

- Stay at least 6 feet (about 2 arms' length) from other people at all times.
- Do not gather in groups.
- □ Stay out of crowded places and avoid mass gatherings.

## D. Hand washing



Employees must wash their hands often with soap and water for at least 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 that contains at least 60% alcohol. Cover all surfaces of your hands with the sanitizer and rub your hands together until they feel dry. Avoid touching your eyes, nose, and mouth, and wash your hands after touching your face.

## E. Gloves

Healthcare workers and others in high-risk areas should use gloves as part of PPE (Personal Protective Equipment), but according to the CDC, gloves are not necessary for general use and do not replace good hand hygiene. Employees will be allowed to wear their personal gloves, if desired, but the University will not furnish gloves. Washing your hands often is considered the best practice for common everyday tasks.

## F. Goggles/Face Shields

Employees do not need to wear goggles or face shields as part of general activity on campus. Good hand-cleaning hygiene and avoiding touching your face are generally sufficient for non-healthcare environments.

## **G.** Personal Disinfection



While custodial crews will continue to clean office and work spaces based on CDC guidelines, employees should take additional care to wipe down commonly used surfaces. Before starting work, and before you leave any room in which you have been working, employees must wipe down all work areas with EPA-registered 60% alcohol solution. Each Building Manager will be supplied with sufficient disinfectant. This includes any shared-space location or equipment (e.g. copiers, printers, computers, A/V and other electrical equipment, coffee makers, desks and tables, light switches, doorknobs, etc.).

## H. Coughing/Sneezing Hygiene

If you are in a private setting and do not have on your cloth 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. Throw used tissues 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.

## V. Protocols for Employees who have COVID-19 Symptoms or Have Been Exposed to COVID-19

If a CCC employee, or an individual in his/her household, has COVID-19 symptoms or has been exposed to COVID-19, the employee should consult his/her doctor, the CCC Campus nurse via email at <u>kduke@coahomacc.edu</u> or via telephone 662-621-4197 on campus. Also, employees can refer to the CDC website for a list of steps to take to care for himself/herself and to help protect other people in his/he home and community.

https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-whensick.html

The employee should notify his/her immediate supervisor and Mr. Michael Houston at <u>mhouston@coahomacc.edu</u> 662-621-4853 Human Resources to ensure appropriate guidelines are followed.

The decision to begin or stop home isolation should be made in consultation with an employee's healthcare provider and state and local health departments.

## VI. Guidance for Specific Workplace Scenarios

## A. Employee Considerations:

Employees should follow the guidelines below in order to protect their health and reduce transmission of germs:

- Avoid office gatherings, break rooms, and unnecessary visitors in the workplace.
- Monitor for presence of COVID-19 symptoms (see <u>https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html</u>)
- Stay home (or leave the workplace) and notify the supervisor if symptoms develop.
- Wear masks or face coverings in all public spaces and spaces used by multiple people.
- Know where to find local information on COVID-19 and local

trends of COVID-19 cases.

## **B.** Supervisor Considerations

Supervisors should follow the guidelines below in order to protect the health of their employees and reduce transmission of germs:

- Conduct meetings electronically, even when working on campus. If meetings cannot be conducted virtually, keep participation to fewer than 10 participants and enforce appropriate physical distancing and wearing of masks or face coverings.
- Encourage single occupancy in work rooms.
- The College will procure sufficient disinfectant products and cleaning supplies so employees can frequently clean their own workspaces.
- The College will provide hand sanitizers at all entrances and high-traffic areas. Additional hand sanitizer will be available upon request by contacting Facilities Management.
- Monitor and secure inventories of PPE, hand sanitizer, wipes, cleaning products, and hand soap.

## **C.** Facilities Considerations

- 1) Building Managers and/or Facilities Management staff who are responsible for maintaining facilities or ordering materials and supplies should follow the guidelines below in order to protect the health of employees and reduce transmission of germs:
  - Maintain at least 6 feet between workstations/workers. Place Plexiglas or other barriers in workspaces where people must face each other or are unable to be 6 feet apart.
  - Place appropriate signage at entrances indicating how to proceed.
  - Make face coverings available to employees. A re-usable mask will be provided by Coahoma Community College. Employees can purchase additional masks at the CCC Bookstore.
  - Provide sanitizing supplies for individuals to clean their areas before and after use.

- Provide hand sanitizer at all entrances and high-traffic areas.
- Monitor and secure inventories of PPE, hand sanitizer, wipes, cleaning products, and hand soap.

## 2) Enter/Exit Control

- Entry to buildings will be regulated and staffed with someone to take temperatures and screen employees for compliance with CDC regulations. Only one entrance and exit will be used at each building.
- Building Managers should identify usable entry points for their buildings and coordinate arrival and departure times of staff to reduce congestion during typical "rush hours" of the business day. Employees must report to work and depart work through the designated building access and at the designated time in order to limit the number of people entering and exiting buildings at any one time.

## **D.** Visitors Consideration

Visitors must obtain prior approval from the associated department/office before visiting the worksite(s) and must provide their own Face Covering/Mask. Violation of these guidelines may result in the immediate revocation of building access privileges, as well as corrective action.

## SPECIFIC SITUATIONS

#### Working in Office Environments

If you work in an open environment, be sure to maintain at least 6 feet of distance from co-workers. If possible, have at least one workspace separating you from another co-worker. You should wear a face covering at all times while in a shared workspace/room.

Departments should assess open work environments and meeting rooms to institute measures to physically separate and increase distance between employees, other co-workers and customers, 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 for large open workspaces with multiple throughways to increase distance between employees moving through the space.
- Designate specific stairways for up or down traffic if building space allows.
- If you work in an office, no more than one person should be in the same room unless the required 6 feet of distancing can be consistently maintained. If more than one person is in a room, masks/face coverings should be worn at all times. A mask or face covering is not required if you are working alone in a confined office space (does not include partitioned work areas in a large open environment).Masks/face coverings should be worn by any staff in a reception/receiving area. Masks/face coverings should be used when inside any facility where others are present, including walking in narrow hallways where others travel, and in break rooms, conference rooms and other meeting locations.

#### Restrooms

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

#### Elevators

Due to physical distancing requirements, no more than 1-2 people should be in an elevator at a time, so 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 upon departing the elevator.

#### 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. Microsoft Teams, Zoom, telephone, etc.).

In-person meetings are limited to the restrictions of local, state and federal orders and should not exceed 50 percent of a room's capacity, assuming individuals can still maintain 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 practices between attendees. All attendees should wear a mask or face covering while sharing space in a common room.

During your time on site, you are encouraged to communicate with your co-workers as needed 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. Employees are encouraged to take food back to their office area or eat outside, if this is reasonable, to limit traffic in the kitchens and break rooms. Office kitchens and break rooms may not be used for communal gathering or dining in at this time. After using communal appliances, employees are asked to wipe them down following use. Use of communal coffee pots and water foundations is discouraged.

#### **Building Access**

All buildings will continue to be secured to limit entry to employees only until further notice. Do not hold or prop open exterior doors for any person. No visitors or guests will be permitted in college building through Phase I and perhaps longer. Each facility should designate separate entry and exit doors. Doors will be propped open where possible to reduce the number of interactions with physical surfaces requiring hand contact for entry/exit.

#### **Business and Personal Travel**

All non-essential business travel is currently prohibited. In order for an employee to travel, prior approval from the President will be required. If campus to campus travel, college vehicles are permitted; however, to ensure proper distancing, only one employee is allowed per vehicle.

#### To Obtain a Mask

Both employees currently working on campus and students living in the residence halls, as well as students living off-campus, can receive free face masks as needed.

#### Obtaining a face mask for work

Each Division is now equipped to distribute masks to their employees, including student employees, and employees should obtain them through their Divisional offices. If Divisions need to order masks for their employees, they should contact Margaret Dixon at <u>mdixon@coahomacc.edu</u>.

#### Obtaining a face mask if you are a student

The provision of masks to on-campus and off-campus students will be handled through the following locations; students will need to show their ID to receive their masks and are asked to practice social distancing when approaching one of the distribution sites:

- Academic Affairs
- CTE
- Health Sciences
- Work Force
- Campus Nurse
- Division of Engagement/ Student Services



## Coahoma Community College Designated Entrances/Testing Locations for Campus

(South) Addison Administration (North) Mr. Michael Houston 621-4853   Whiteside Hall (1 <sup>st</sup> -North) Mr. Jo Harrison Rockett 621-4211   Whiteside Hall (2 <sup>st</sup> -North) Mr. Robert Rockett 621-4273   Whiteside Hall (2 <sup>sts</sup> -South) Mrs. Rose Miller 621-4273   Whiteside Hall (2 <sup>sts</sup> -South) Mrs. Rose Lockett 621-4055   Dickerson-Johnson Library Mr. Charles Barnes 621-4055   Dickerson-Johnson Library Mr. Seborah Carter 621-4208   Curry Hall Ms. Marilyn Starks 621-4208/4209   Trustee Building Ms. Bertha Jones 621-4121   Transportation Ms. Sharon Young 621-4121   Friends Hall Mr. Christopher Jefferson 621-4123   Barron Student Union (1 <sup>st</sup> Floor) Mr. Christopher Dixon 621-4142   Barron Student Union (2 <sup>st</sup> Floor) Mrs. Zarolyn Hunter 621-4282   McLaurin Vocational (North) Mr. Larry Barret Ext. 4185	Addison Administration	Ms. Sharon Butler	Ext. 0
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Friends HallMr. Ronald Miller621-4115Barron Student Union (1 <sup>st</sup> Floor)Mr. Christopher Dixon621-4142Barron Student Union (2 <sup>nd</sup> Floor)Mrs. Carolyn Hunter621-4155Lee Flowers (1 <sup>st</sup> Floor)Mr. Jessie Nunley621-4181Lee Flowers (2nd Floor)Ms. Eyonne Furdge621-4183McLaurin HallMs. Diane Thomas621-4183Sigmon BuildingThigpen, Kadijiah621-4282McLaurin Vocational (North)Mr. Larry BarretExt. 4185Cain Building (East)902-5457/4123Cain Building (West)Ext. 4162Blackburn AnnexExt. 4145PinnacleMs. Carol BrooksExt. 4123Sandy BayouBarbara LucasExt. 4129/4160High School #1Cloretha JamisonExt. 4163CafeteriaExt. 4163Ext. 4163CafeteriaExt. 4163Cafete	Transportation	Ms. Sharon Young	621-4125
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McLaurin HallMs. Diane Thomas621-4183Sigmon BuildingThigpen, Kadijiah621-4218/4214McLaurin Vocational (North)Mr. Larry BarretExt. 4185McLaurin Vocational (South)Ext. 4185902-5457/4123Cain Building (East)902-5457/4123202Cain Building (West)Ext. 416281Blackburn AnnexExt. 414581PinnacleMs. Carol BrooksExt. 4123Sandy BayouBarbara LucasExt. 4129/4160High School #1Cloretha JamisonExt. 4163CafeteriaExt. 4163Ext. 4163CafeteriaExt. 4145/100Off Campus BuildingsBeverly Overton621- 4686Robert Mason Health Science Building (Back door for staff)Beverly Overton621- 4686Coahoma County Higher Ed CenterJen Waller662-627-3016	Lee Flowers (1 <sup>st</sup> Floor)	Mr. Jessie Nunley	621-4181
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	Rena Butler Annex Building (front door)	Beverly Overton	621- 4686
Workforce Development Center   Steven Jossell   662-627-4806	Coahoma County Higher Ed Center	Jen Waller	662-627-3016
	Workforce Development Center	Steven Jossell	662-627-4806





#### DO ANY OF THESE APPLY TO YOU?

	Yes	No
Have a temperature of <b>100° or above now</b> , or within the last <b>48 hours</b>		
Have any of the following symptoms:		
<b>New loss of taste</b> or <b>smell</b> ; <b>cough</b> , <b>shortness of breath</b> , or <b>sore throat</b> ; <b>vomiting</b> or <b>diarrhea</b> in the last 24 hours?		
Have had unprotected contact with laboratory- confirmed <b>COVID-19</b> person within the last 14 days.		
History of travel to affected geographic areas as defined by CDC or your State Dept. of Health within the last 14 days		

If you respond **YES** to any of the above questions, immediately notify your Direct Supervisor and Human Resources.

If you respond **NO** to all questions, precede to your work area or classroom.

Signature/Date \_\_\_\_\_

#### Non-Discrimination Statement

Coahoma Community College is an equal opportunity institution in accordance with civil rights and does not discriminate on the basis of race, color, national origin, sex, disability, age, or other factors prohibited by law in any of its educational programs, activities and employment opportunities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Michael Houston, Director of Human Resources/Coordinator for 504/ADA, Title IX Compliance Officer, Office #A100, Vivian M. Presley Administration Building, 3240 Friars Point Road, Clarksdale, Mississippi 38614, Phone: (662) 621-4853, Email: mhouston@coahomacc.edu.

# **Employee & Visitor Log**



Location:

any symptoms associated with the virus. If you have any of these symptoms, you should not enter the building and will need to reach out to your Supervisor, Due to the severity of COVID-19 and in the best interest of the general health of the campus community, anyone entering this building must acknowledge Director, and/or HR for guidance.

\*\*These symptoms include: Fever higher than 100°, Cough, Sore Throat, Respiratory Illness or Difficulty Breathing & others listed below. \*\*

Are you experiencing any of these symptoms? Fever higher than 100 <sup>0</sup> , cough, sore throat, respiratory illness, new loss of taste or smell or difficulty breathing vomiting or diarrhea .							
Temperature Upon Arrival							
<u>Reason for Visit</u> (Visitors Only)							
Signature							
Print Name							
<u>Time</u> Out							
니 II II							
Date							

