

# Employees Authorized to Work On Campus During Modified Operations Due to COVID-19: Protocols for Masks, Social Distancing and Hygiene

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## **Introduction**

Consistent with the directives and guidance issued by the Commonwealth of Massachusetts and the Centers for Disease Control (“CDC”), the College has implemented protocols in response to the COVID-19 pandemic by requiring employees to adhere to the following safety, health, and hygiene protocols. These protocols are designed to mitigate the risk of transmission of the virus that causes COVID-19 in an effort to protect the health of our community, including vulnerable populations on campus. Employees should promptly raise any questions or concerns they may have regarding this protocol with their department head or supervisor. Department heads and managers should promptly communicate with Human Resources regarding any such questions or concerns.

This guidance applies to any employee who has received authorization to work on campus through the [Return to Campus process](#) and has been scheduled to do so. ***All other employees must continue to work remotely until further notice.*** Please note that this guidance may be altered or amended by the College as circumstances change.

## **Protocol Overview**

Effective immediately and continuing until further notice, all employees working on campus will be required adhere to the following safety guidelines while performing job tasks on campus:

- **All employees must wear a mask that covers the nose and mouth at all times while on campus, in both indoor and outdoor spaces, except when the employee is alone in their own office with the door closed and other limited circumstances identified below in the section entitled Exceptions to the Mask Requirement.** Managers will provide employees with 2 reusable cloth masks upon request and will have additional single use masks on hand in the event an employee’s cloth mask becomes contaminated during the work day. Employees may also wear their own reusable cloth mask or single use disposable mask while on campus, so long as it provides adequate protection consistent with generally accepted standards.
- Employees must adhere to proper mask handling instructions, described below in the *Proper Handling instructions for Masks* section below.
- Employees must continue to practice physical distancing by staying at least 6 feet apart from others, even when outside. Some reports indicate that an even greater distance is advisable, so please consider remaining even further from others when possible.

- Employees are prohibited from congregating in break rooms, eating areas, conference rooms, or in any other way that inhibits physical distancing from other employees.
- Employees may not bring or invite visitors onto campus without express authorization. Authorization must be obtained through the [Return to Campus process](#).
- Managers must stagger employee's work schedules to prevent employees from congregating at time clocks or other common areas at the beginning and end of the work day.
- Managers must also stagger employee meal and rest breaks to the greatest extent permitted by the law and College policy in order to avoid congestion in eating areas and break rooms.
- Employees are not permitted to ride in Colleges vehicles, unless necessary. In the event an employee must ride in a vehicle with another employee, both employees must be wearing masks while in the vehicle.
- Employees must read and adhere to the posted signage explaining the health and social distancing practices in effect at the College.
- Employees should frequently and routinely wash their hands, using hot water and soap and washing for at least 20 seconds, throughout the work day.
- Employees should sanitize their work stations and high touch areas including door knobs, copy machines, printers with disinfectant, which will be provided to departments by the College.
- Supervisors have a responsibility to evaluate all workspaces to ensure compliance with social distancing guidelines. Supervisors must review and, if necessary, redesign work stations to ensure physical distancing.
- Managers and supervisors should also improve ventilation in work spaces by opening doors and windows while employees are present. Where it does not pose a safety issue, propping doors open also reduces potential surface transmission by eliminating the need to touch common door handles.
- Supervisors must actively monitor compliance with distancing, mask, and hygiene protocols and must engage in counseling or further discipline if employees fail to comply.
- If any employee who has been scheduled to work on campus believes that they fall within one or more categories of [At-Risk Employees \(as defined by the CDC\)](#), they may request an accommodation by contacting Human Resources.
- Employees must be responsible to their coworkers and the College community by making sure they do not pose a risk of COVID-19 transmission before coming to work on campus each day. This means confirming each morning that the employee (i) has a

temperature below 100 degrees Fahrenheit; (ii) is not experiencing any symptoms associated with COVID-19; (iii) has not been identified by a public health official as “close contact” of someone with COVID-19 in the past 14 days; and (iv) has not been directed to self-isolate or quarantine by a physician or public health official. See the *All Employees: Self-Health Assessment* section below for additional information.

### **Non-Exempt Employees – Clocking In**

All non-exempt (i.e., hourly) employees are required to clock into their shift as usual, and, if applicable, should obtain masks and/or other supplies or equipment necessary to comply with these protocols only after clocking in. Masks should be available at an appropriate accessible location determined by the manager and communicated to the employee. If an employee cannot locate available masks, they should immediately inform their supervisor or department head. If a supervisor and/or department head is unavailable, employees may obtain masks from the Finance Office (O’Kane 159) Monday to Thursday, 9-12, or contact Scott Slaboden at [sslabode@holycross.edu](mailto:sslabode@holycross.edu) directly to request masks. As a last resort, a single use mask can be obtained from the Department of Public Safety by emailing [publicsafety@holycross.edu](mailto:publicsafety@holycross.edu) or calling (508) 793-2224.

### **Exceptions to the Mask Requirement**

All employees working on campus must wear a mask that covers the nose and mouth **at all times**, when working indoors and outdoors except:

1. When the employee is working alone in their own office with the door closed.
2. When an employee is eating or drinking with adequate physical distancing, i.e. in a space that allows the employee to remain 6 feet away from others. As stated above, managers and supervisors must stagger all employee break times to ensure that break rooms are not congested and that a 6 foot physical distance can be maintained among employees who are on a break. Employees may not eat in classrooms.
3. When an employee is smoking in designated areas and is able to maintain a 6 foot physical distance from others.
4. When an employee is alone in their own personal vehicle. However, before exiting a personal vehicle on campus the employee must put on a mask.
5. When a facilities employee has been assigned a specific vehicle that only they use, a mask is not required while the employee is in the vehicle. However, before exiting the vehicle on campus the employee must put on a mask.

### **Enforcement of Mask Requirement and Progressive Discipline**

At the College of the Holy Cross we are guided by the Ignatian principle of *cura personalis*, or care for the whole person, and for that reason we take seriously our obligations to ourselves and to one another. In the era of COVID-19 these obligations take on greater significance. Each of us must work to protect the health and safety of all students, faculty, and staff in our community by following the protocols set forth above.

Employees who fail to observe the above protocols are subject to discipline. Consistent with College policy, all department heads, supervisors and managers are responsible for ensuring their employees are abiding by College policies, including wearing a mask, and MUST report any persistent noncompliance with this policy to Human Resources. Progressive discipline, which may include oral warnings, written warnings, unpaid suspension, and/or termination, will be applicable if employees engage in repeated violations.

### **Holy Cross Vehicles and Elevators**

Employees are not permitted to ride in elevators with other employees. Employees must wear a mask even when riding alone in an elevator.

All employees must wear masks in vehicles owned by the College, even if the employee is the only occupant of the vehicle, unless the employee has been assigned a specific vehicle for only their use. Employees should ride alone in such vehicles, unless it is necessary for two persons to be in the vehicle. No more than two Holy Cross employees are allowed in a single Holy Cross vehicle unless there is an imminent health emergency or safety concern. Employees are required to wipe down the interior of the Holy Cross vehicle with a disinfectant wipe before exiting, and must log that they have performed this cleaning each time a vehicle is used.

### **Process for Obtaining Masks for Managers**

The manager for each division is responsible for securing two (2) reusable cloth masks for each employee in the division who are working on campus who so requests. Managers should send requests for cloth masks to Scott Slaboden at [sslabode@holycross.edu](mailto:sslabode@holycross.edu). In the event additional masks are immediately needed, managers should have additional single use disposable masks available to provide to employees.

Masks must be made immediately available for employees to wear as soon as they enter their workspace. Managers are responsible for ensuring employees wear their masks and adhere to the mask protocols discussed below in the *Proper Mask Handling Instruction* section.

Employees may also wear their own masks while on campus, so long as the masks provide adequate protection consistent with generally accepted standards.

### **Proper Handling instructions for Masks (Single Use and Reusable Cloth Masks)**

Before putting on a mask, employees are instructed to clean their hands by washing with soap and hot water for at least 20 seconds, or, if that is not possible, by using alcohol-based hand sanitizer. Masks should fully cover an employee's nose and mouth to prevent fluid penetration. Masks should fit snugly over the nose and mouth; there should be no gaps between your face

and the mask. For this reason, masks that have a flexible nose piece and can be secured to the head with string ties or elastic are preferable.

Employees should avoid touching the mask while wearing it. If an employee needs to readjust their mask, employees are instructed to clean their hands immediately afterward by washing with soap and hot water for at least 20 seconds, or, if that is not possible, by using alcohol-based hand sanitizer.

To properly remove the mask, remove the elastic band behind your ears, or head, and do not touch the front of the mask. If you are using a single use mask, discard it immediately in a closed bin. Employees must then clean their hands as indicated above.

After Taking Off Your Mask	
Single Use Masks	Reusable Cloth Masks
Single use masks must be <i>thrown away</i> at the end of every work day <b>or</b> sooner if the mask becomes damp for any reason.  Single use masks may only be used <b>once</b> by an employee.	Reusable cloth masks should have multiple layers of fabric and <b>be regularly laundered</b> , depending on the frequency of use, and machine dried without damage or change to shape.

### **All Employees: Daily Self-Health Assessment**

Each day, prior to coming to work on campus, employees should assess whether they pose a risk of COVID-19 transmission and should therefore stay home. The College has developed a [customized self-health assessment survey tool](#) that employees are encouraged to use each morning to help with this assessment. This tool is available at [checkin.holycross.edu](http://checkin.holycross.edu). Employees should make sure:

1. That the employee has taken their own temperature and that it is below 100 degrees Fahrenheit;
2. The employee is not experiencing one or more of the following symptoms of COVID-19:
  - Shivering, chills, or feeling unusually hot or cold

- Sore throat
- Cough
- Headache
- Difficulty breathing/shortness of breath
- Fatigue, muscle aches, and/or general malaise
- Runny nose or new nasal congestion
- Diarrhea
- Nausea and/or vomiting
- New loss of taste or smell

3. The employee has not been identified by a public health official as a "close contact" of a person with COVID-19 within the past 14 days.

4. The employee has not been asked to self-isolate or quarantine by their doctor or a local public health official.

If any of these factors are present, employees must remain home and follow the protocols set forth below.

### **Symptoms of Concern and Exposure to COVID-19**

If an employee's temperature is over 100 degrees Fahrenheit, the employee should stay home, contact their doctor and may NOT WORK until cleared by a medical professional. All communications regarding clearance to return to work should be directed to Melissa Cutroni in Human Resources via email at [mcutroni@holycross.edu](mailto:mcutroni@holycross.edu).

If an employee experiences symptoms of respiratory infection (fever, cough, shortness of breath, or muscle aches) without a known cause (e.g., asthma, COPD, or other pre-diagnosed non-COVID-19 condition), the employee should err on the side of caution and consider themselves symptomatic, stay home, and seek medical advice. Employees who are suffering from respiratory infections that have an unknown origin, or who are otherwise experiencing [symptoms associated with COVID-19](#), must get clearance from a medical professional prior to returning to work.

If an employee tests positive for COVID-19, the employee should contact the Director of Health Services so that the College can take appropriate steps to protect other College personnel. For example, the College may need to conduct or support contact tracing and/or deep clean the employee's workspace.

If an employee has been identified by a public health official as a close contact of a person with COVID-19, or if the employee knows that they have been exposed to COVID-19, the employee will be required to stay at home for 14 days beginning from the date the employee was exposed to the infected person.

All employees working on campus should remain vigilant and exercise caution if they are not feeling well. Employees should NOT REPORT TO WORK if they are not feeling well. If in doubt, please stay home.

In these circumstances, employees must follow normal protocols for reporting of sick time and should remain in contact with their supervisor and Human Resources to discuss their return-to-work plan.

### **Flu Vaccine**

The College highly recommends that all members of the College community get a flu vaccine no earlier than mid-September and no later than the end of October. This measure will help suppress the prevalence of flu, mitigate the risk of mistaking COVID-19 symptoms for the flu or vice versa, and protect those with vulnerable immune systems. Employees will be able to take advantage of the annual Flu Clinic on campus and are encouraged to visit the clinic.

### **Personal Travel and Quarantine Restrictions and Guidance; Business Travel**

Because of the continuing community transmission of COVID-19 across the United States and the world, and in accordance with the Massachusetts [Travel Order](#) (“Travel Order”) on out-of-state and international travel, the College strongly discourages employees from undertaking any unnecessary, personal interstate or international travel at this time. Massachusetts requires that all travelers arriving in Massachusetts, including residents returning home, are instructed to self-quarantine for 14 days, with some limited exceptions. For additional travel information, please refer to the Massachusetts [Travel Order](#). To review the Holy Cross policy regarding interstate state and international travel, and how the 14 day self-quarantine period may impact an employee’s anticipated return to work date, please see the [Temporary Pay Policy Starting July 1, 2020, During the COVID-19 Emergency](#) on the Holy Cross website. Employees are also reminded to check for quarantine requirements at their destination site, as that could impact on the length of their time away.

College business travel, paid for by the College or reimbursed by the College, to a location covered by the Travel Order’s self-quarantine requirement is prohibited, absent explicit authorization from a College Division Head. If business travel is essential, the Division Head must discuss the situation with Human Resources before authorizing such travel.