

SIENA COLLEGE EMPLOYEE GUIDE FOR COVID-19

JULY 2020



EMPLOYEE GUIDE FOR COVID-19

Important contacts: humanresources@siena.edu, facilitiesworkrequests@siena.edu, psdispatcher@siena.edu



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PURPOSE STATEMENT

The health and safety of the Siena community will always be the College's foremost and most meaningful priority. During the ongoing COVID-19 crisis, measures to safeguard the security and wellbeing of employees and students are essential to resuming on-campus work and instruction.

These guidelines are based on the most current information on the virus – its risks and its pattern and method of spread. The guidance is tailored to the Siena community to prevent workplace exposure to COVID-19. Information on COVID-19 – including training on proper use of face coverings, how to properly wash your hands, and other protocols – will be provided through an online Skillsoft course called Coronavirus and COVID-19.



A CHANGE IN HOW WE WORK

With knowledge of how the virus spreads, guidelines will be put in place to limit the threat to Siena employees and students in the workplace.

The adoption of these guidelines will require full cooperation from each member of the community and the expectation that traditional workspaces and community interaction will look and feel much different. These procedures and best practices are essential to fulfill the College's commitment to the safety of all Saints.

As the COVID-19 landscape continues to evolve, it is imperative that we continue to monitor local, state, and federal guidelines, as well as Siena's own circumstances, to review and update our workplace policies as necessary. Depending on how the pandemic progresses, the College may need to make changes to this re-entry plan, add additional safety measures, or suspend operations again.

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PREPARING FOR A NEW CAMPUS ENVIRONMENT

There are several fundamental guidelines and best practices that will help prevent the spread of COVID-19 on campus. It is vital to our health and safety that all community members respectfully and rigorously adhere to these four core changes to the work environment:

INCREASED HAND SANITIZATION

Employees must practice proper handwashing hygiene. The College will provide soap and/or hand sanitizer throughout campus. Wall mounted hand sanitizer stations are available at building entrances as well as office spaces and classroom spaces. Smaller dispensers have been placed in locations where there is shared equipment such as copiers, printers, tools, etc.

PERSONAL PROTECTIVE EQUIPMENT (PPE) AND FACE COVERING GUIDELINES

In compliance with New York state guidelines, all Siena employees and campus visitors will be required to wear face coverings, which cover both the nose and mouth, in common areas including elevators, lobbies, when moving about the office, and in all cases when social distancing cannot be maintained. The College will supply a cloth face covering to all employees; disposable face coverings will be available as well. Cloth face coverings should be washed after each use. Employees must be prepared to don face coverings if another person unexpectedly comes within six feet.

SOCIAL DISTANCING

The most effective COVID-19 mitigation strategies depend on social distancing. To practice social distancing while at work on the Siena campus, employees must:

- Maintain six feet of distance from colleagues while working or on break. Where this minimum distance cannot be achieved, face coverings must be worn.
- Avoid physical contact with others (e.g., no handshakes or embracing).
- Avoid congregating when entering and exiting a room or building.
- Avoid group gatherings of more than 50 people indoors and do not exceed 50% of the maximum occupancy for a particular indoor area. Utilize tele-or video-conferencing when possible. Essential meetings are to be held in open, well-ventilated spaces that provide for appropriate social distancing. A distance of at least six feet is maintained among individuals at all times, unless safety of the core activity requires a shorter distance. Any time individuals must come within six feet of another person, acceptable masks must be worn.
- Refrain from group lunches, shared food or beverage, buffet style catering, happy hours or other in-office/department group events.
- Adhere to on-campus workforce shift changes to accommodate social distancing guidelines.

HEALTH SCREENING

All employees will be required to perform a daily health check *before* reporting to campus. (See page 6 more information.) All responses will be reviewed daily and a record will be maintained. If an employee shows any symptoms of COVID-19, they will stay home and immediately contact their supervisor. More details are included in the Employee Responsibility section.

Should an employee test positive for COVID-19, the employee will be expected to participate in contact tracing by providing a list of recent close and proximate contacts as required by the Albany County Department of Health in coordination with Siena's Director of Health Services and/or the Office of Human Resources.

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GENERAL WORKPLACE GUIDELINES

To comply with the core expectations in the workplace, employees must reimagine how they work, socialize, and interact on campus. Workplace hours and shifts will be adjusted as necessary to reduce density in the workplace, and **all employees will enter through the College's main entrance and swipe in**. Card swipes will also be required to enter many campus buildings. Circumstances may differ depending on the building or situation, but there are general practices that will be helpful in most cases. Your supervisor will identify an appropriate work schedule that considers standing regulations and personal responsibilities for your area.

BUILDING CAPACITY AND LAYOUT

From June 3 through the duration of Phase 2 of New York state's reopening plan, the in-person presence in every building will be limited to 50 percent of the maximum occupancy for a particular area as set by the certificate of occupancy. Once the 50 percent capacity has been reached, access to the area must be restricted. Avoid multiple teams working in one area by staggering scheduled tasks and using signs to indicate occupied areas.

Siena's Facilities Department has been working to verify a six-foot clearance in all directions around all front desk/reception locations, to assist with the practice of social distancing. Where this may not be possible, protective barriers are being constructed. If you feel additional safeguards are required in your building or personal work station, contact Facilities at facilitiesworkrequests@siena.edu. Standard size protective barriers are also available from commercial office suppliers and other on-line sources. Face-to-face desk layouts without partitions/barriers are also being

redesigned so that individuals are not working in close quarters for prolonged periods.

Signage has been placed in the workspace to promote social distancing and other CDC recommended pandemic safety protocols, including, but not limited to, instituting one-way traffic patterns where deemed practical and helpful. In compliance with applicable fire code, doors to rooms and offices should remain open to avoid frequent touching of door handles. Small spaces (elevators, supply rooms, personal offices, vehicles) will be occupied by only one individual at a time, unless all occupants are wearing face coverings. Even when face coverings are in use, occupancy must never exceed 50 percent of the maximum capacity of the space or vehicle unless it is designed for use by a single occupant.

SANITIZING PROTOCOLS

Any phones, desks, offices or other tools and equipment shared by employees should be thoroughly cleaned and disinfected before and after each use. Employees must also perform hand hygiene before and after contact with shared items. Cleaning supplies will be provided. Supervisors will designate a specific location for all pick-ups and deliveries and assign that area for regular disinfecting. Social distancing and cleaning protocols for elevator use will also be communicated by supervisors in buildings where this applies. The materials needed for implementing this sanitizing protocol will be provided by the College in the designated areas.

Facilities is developing a "high touch/frequently touched area" custodial team that will work in conjunction with the general cleaning crews. This team of trained individuals will focus on disinfecting high-use areas including common areas, public spaces, academic spaces, restrooms and other areas of concern. The custodial staff will also maintain a cleaning log to

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document the date, time, and type of cleaning. The log will be kept with the head of the Facilities Custodial Department.

MEETINGS

Meetings should continue remotely to the maximum extent possible. Limit the size of in-person gatherings and meetings to fewer than 10 people in well ventilated areas that can accommodate social distancing. Disinfect meeting rooms, particularly frequently touched surfaces, before and after each use. Supervisors will work with Facilities to ensure cleaning products are available for each room. All shared equipment, collaboration tools and technology (touch pads, conference phones, laptop plug-ins, etc.) and similar equipment should be cleaned by employees before and after each use.

Whiteboard pens and erasers will be removed from shared spaces, and employees are encouraged to bring and use their own.

For potential contact tracing purposes, a record of attendance and location should be kept at every meeting.

COMMON AREAS/MEALS

Enforce strict social distancing protocols in all common areas. Hand sanitizer and surface cleaning supplies will be provided. Stagger meal times and breaks to avoid having large groups of employees together at once. Employees are encouraged to bring food and beverage items from home and manage them individually to avoid touching or sharing of communal kitchen spaces and

appliances. All common areas will be disinfected and cleaned, particularly frequently touched surfaces such as handles and counter surfaces. In small areas, such as restrooms and breakrooms, signage and systems (e.g., flagged when occupied) must be put in place to restrict occupancy when social distancing cannot be maintained in such an area.

VISITORS

Public Safety must be notified before visitors come on campus. Email Public Safety Dispatch at psdispatcher@siena.edu with names of visitors and their dates/times of arrival. Employees must maintain a record of all visitors they encounter, for contact tracing purposes, and those records should be shared daily with supervisors. Admissions will provide a list of scheduled visitors to Public Safety daily, and those guests who arrive on campus without an appointment will be added to the list at the welcome gate.

Visitors will be required to wear face mask coverings and should respect social distancing guidelines. Employees should provide visitors with hand sanitizer as they enter and exit the workplace. Contact visitors in advance to explain the College's protocols, and be sure all visitors know to inform their College contact should they test positive for COVID-19 after being on campus.

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EMPLOYEE RESPONSIBILITY

Guidelines and protocols can be effective only if each member of the Siena workforce takes personal responsibility and practices healthy habits for the sake of the greater community.

DAILY HEALTH CHECK

Each employee must perform an online COVID-19 Daily Health Check at home *before* coming to work (siena.edu/healthcheck). The College reserves the right to implement additional screening for symptoms, such as temperature checks. Results will be tracked and kept separately from any personnel records and will be kept confidential. Employees unwilling to complete the COVID-19 Daily Health Check will not be allowed on campus.

Once a supervisor is told by an employee that they answered “yes” to one or more of the three questions asked on the online daily health check, or the employee develops symptoms for COVID-19 while on campus, the supervisor must forward that information to Cynthia King-LeRoy, AVP Human Resources. Lori Ehrensbeck, Risk Officer, should be notified if any visitor experiences COVID-19 symptoms during or 14 days after they were on campus. For any positive cases, Carrie Hogan, Director of Health Services, will notify the Albany County Health Department.

If a person tests positive for COVID-19, the employee may return to work upon completing at least 10 days of isolation from the onset of symptoms or after the first positive test if the employee is asymptomatic.

If an employee had close or proximate contact with a person with COVID-19 for a prolonged period of time and the employee then experiences COVID-19-like symptoms, the employee may return to work upon completing at least 10 days of isolation from the onset of symptoms.

If an employee has had close or proximate contact with a person with COVID-19 for a prolonged period of

time and is asymptomatic, the employee may return to work upon completing 14 days of self-quarantine.

If an employee comes to work symptomatic or develops COVID-19 symptoms at work, the employee must be sent home immediately and may return to work upon completing at least 10 days of isolation from the onset of symptoms OR upon receipt of a negative COVID-19 test result.

If an employee who has had close or proximate contact with a person with COVID-19 for a prolonged period of time and the employee is asymptomatic, that employee may still be able to come to work. If the employee performs operations that are considered essential, or “critical for the operation or safety of the workplace,” the employee may work with his or her supervisor, Siena Human Resources and state and local health authorities to develop a documentation plan. This plan must be written. Additionally, the employee must follow the below protocols, which will be monitored and documented by Siena and the employee:

1. Regular monitoring. The employee must self-monitor and check his or her temperature and COVID-19 symptoms every 12 hours. The temperature may not be 100.0 degrees or higher.
2. Face covering. The employee must wear a face covering in the workplace at all times for 14 days after exposure.
3. Social distancing. The employee must maintain at least six feet of distance from others.
4. Maintain quarantine. The employee must continue to self-quarantine and self-monitor for temperature and symptoms when not at the workplace for 14 days after last exposure.

Per New York State Department of Health guidelines, close contact is defined as being within six feet of an infected individual for at least 10 minutes. When the extent of contact with the person suspected or confirmed to have COVID-19 is not clear, the Albany County Department of Health should be contacted for guidance.

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DAILY HEALTH HABITS

These simple habits, when adopted by each member of the community, will dramatically lessen the chance of a COVID-19 spread on campus.

- Employees are required to wear face coverings when not working at their personal workspace. This includes entering and exiting a building and when using common areas such as bathrooms, kitchens and lobbies.
- Employees must be careful to not touch their eyes, nose and mouth when removing their face covering and wash their hands immediately after removing. Disposable face coverings should be placed in the trash after use.
- Cloth face coverings should be routinely machine washed depending on frequency of use.
- Employees who work in an open or shared workspace without sufficient partitioning are required to wear face coverings while at their workspace.
- All employees should regularly wash their hands for at least 20 seconds with soap and warm water.
- Cover coughs and sneezes using a disposable tissue if possible, or if not available cough or sneeze into your upper sleeve or elbow, not your hand.
- Hand-passing/sharing of paper documents within the workplace should be eliminated whenever possible. Employees must perform hand hygiene before and after contact with shared items.

SYMPTOMS OF COVID-19 INCLUDE ONE OR MORE OF THE FOLLOWING:

- Cough
- Headache
- Fever
- Repeated shaking with chills
- Chills
- Shortness of breath or difficulty breathing
- Sore throat
- Runny nose or new sinus congestion
- Fatigue
- New loss of taste or smell
- Muscle pain
- New GI symptoms (i.e., diarrhea)

TRAVEL

All business travel is banned until further notice. Employees taking personal travel should adhere to CDC, state, and local health department guidelines regarding isolation after travel.

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PHASED RETURN TO CAMPUS

Siena will follow the reopening guidelines established by New York state for bringing employees back to campus. The College's plan will be updated as these state guidelines change. It is important that we stagger the return of our employees.

As of June 3, the Capital Region entered Phase 2 of Reopening New York. That enables the College to proceed from Essential Workers Only to campus repopulation, which will commence on June 8.



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NEW YORK PHASE 2

Public spaces on campus remain closed.

This phase will add employees that meet the following criteria:

The employee's work is essential to prepare the campus for students, and their work cannot be done remotely.

This list should be reviewed and approved by their VP prior to returning to campus.

Siena will continue to use a flexible return to workplace protocol so that most employees that can work remotely will continue to do so. In this phase, the College will continue to limit in-person presence to only employees who are necessary to be on campus.

Employees who do not need to be on campus may be allowed to collect documents from their workplace on a case-by-case basis, but such collection should occur minimally.

Groups of employees who have been working together should continue working together. Maintaining consistent work partners within these groups will help to minimize interactions and will aid in virus mitigation and tracing efforts.

NEW YORK PHASE 3

There will be no discernible changes to operations at Siena in New York phase 3.

NEW YORK PHASE 4

This phase from New York state allows for students to return to campus and allows for most of the work force to return as well.

The return of most employees to campus will be staggered so operational issues can be resolved before work activities return to normal levels. Consideration will be given by each department to limit the number of employees and their hours on campus when starting this phase.

This list should be reviewed and approved by their VP before an employee returns to campus.

Employees who have been working from home will gradually return to campus by the start of the fall semester.

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DIGITAL COMMUNICATION AND SIGNAGE

Physical and digital cues encouraging adherence to the new standards will be visible throughout campus. In addition to wall and floor signs, some areas and offices will be rearranged to establish a safer workplace.



HOW TO PROTECT YOURSELF AND OTHERS

Cover your mouth and nose with a cloth face cover when around others



- **You could spread COVID-19 to others** even if you do not feel sick.
- **Everyone should wear a cloth face cover when they have to go out in public**, for example to the grocery store or to pick up other necessities.
 - » Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- **The cloth face cover is meant to protect other people** in case you are infected.
- Do **NOT** use a facemask meant for a healthcare worker.
- Continue to **keep about 6 feet between yourself and others**. The cloth face cover is not a substitute for social distancing.

Cover coughs and sneezes



- **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.

Clean and disinfect



- **Clean AND disinfect frequently touched surfaces** daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks. www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html
- **If surfaces are dirty, clean them:** Use detergent or soap and water prior to disinfection.
- **Then, use a household disinfectant.** You can see a list of [EPA-registered household disinfectants here](#).

**THANK YOU FOR HELPING
STOP THE SPREAD OF COVID-19**



HOW TO PROTECT YOURSELF AND OTHERS

Know how it spreads



- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- **The best way to prevent illness is to avoid being exposed to this virus.**
- The virus is thought to spread mainly from person-to-person.
 - » Between people who are in close contact with one another (within about 6 feet).
 - » Through respiratory droplets produced when an infected person coughs, sneezes or talks.
 - » These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
 - » Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

Everyone should

Clean your hands often



- **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, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol.** Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

Avoid close contact



- **Stay home if you are sick.**
- **Avoid close contact** with people who are sick.
- **Put distance between yourself and other people.**
 - » Remember that some people without symptoms may be able to spread virus.
 - » This is especially important for **people who are at higher risk of getting very sick.** www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html

**THANK YOU FOR HELPING
STOP THE SPREAD OF COVID-19**



WHAT YOU CAN DO TO STAY SAFE



Don't touch your eyes, nose or mouth with unwashed hands.



Wash your hands with hot water and soap or use alcohol-based hand sanitizer.



Cover your nose and mouth with tissues or your elbow when coughing or sneezing, then throw the tissue in the trash.



If people look like they have a cold or flu or are showing flu-like symptoms, avoid close contact. Try to stay at least 6 feet away from them.



**THANK YOU FOR HELPING
STOP THE SPREAD OF COVID-19**

ELEVATOR OCCUPANCY WITH MASK - 4 MAX OCCUPANTS



NO MASK - 1 OCCUPANT ONLY
*If the elevator is occupied and you OR
the occupant is without a mask wait
for the next elevator!*



**THANK YOU FOR HELPING
STOP THE SPREAD OF COVID-19**

REGISTERED VISITORS ONLY





REMINDERS TO STOP THE SPREAD OF COVID-19

- **SOCIAL DISTANCE**
- **WASH YOUR HANDS**
- **SANITIZE**
- **PROPERLY DISPOSE OF PPE**
- **REPORT SYMPTOMS
TO SUPERVISOR**

Discarded PPE should be placed in a lined container, preferably with a lid/cover. Tightly close off the bag before disposing the solid waste items into the solid waste bin.



**Symptoms of COVID-19 may appear
2-14 DAYS AFTER EXPOSURE TO THE VIRUS.**

**People with these symptoms should stay home
and immediately notify their supervisor:**



- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea



**MASK COVERING
MOUTH AND NOSE
REQUIRED TO
ENTER THE
BUILDING**



HAND SANITIZER

**Visibly soiled hands should be washed with soap and water;
hand sanitizer is not effective on visibly soiled hands.**



**STAY
6 FEET
APART**



HAND WASHING INSTRUCTIONS



Wet hands with water and enough soap to cover all surfaces



Rub hands palm to palm, also with fingers interlaced for 20 seconds



Rinse hands with running water



Dry your hands thoroughly with a single use towel



**THANK YOU FOR HELPING
STOP THE SPREAD OF COVID-19**



**DO NOT
ENTER**

**ALL STAFF MUST BE CHECKED
IN AT MAIN ENTRANCE**

**THANK YOU FOR HELPING STOP
THE SPREAD OF COVID-19**

