

GENESEE COMMUNITY COLLEGE



Welcome Back Guidelines

Provided by Genesee Community College

June 2020

Introduction

Dear Genesee Community College Employee,

Welcome back to campus! At Genesee Community College, it is our priority to keep our employees and their families healthy and safe, especially in the midst of the COVID-19 pandemic. As such, we will abide by governmental guidelines as we strive to balance public health concerns with the needs of our campus community. Some notable workplace changes include the following:

- **Modified office layout**—We are updating workstations to ensure that they're suitable for social distancing protocols, and adjusting our communal spaces to limit density.
- **Increased office cleaning**—Cleaning crews will clean the office daily, focusing on sanitizing and disinfecting high-touch surfaces.
- **Updated employee protocols**—We've implemented various employee health and safety protocols that focus on social distancing, health screening, protecting yourself and others as well as general hygiene reminders to keep our employees safe and healthy while returning to work.
- **Limited hours of operation and reduced/ rotating shifts** – each department has created a plan to maintain limited density. **Business hours will be 8:00 AM – 4:30 PM.** If you are scheduled at any other time, please contact your supervisor for further guidance.

While we will implement various protocols to ensure your safety, it's up to you and your co-workers to execute on these protocols daily. With this guidance, Genesee Community College hopes to clearly communicate our plans moving forward, highlight workplace protocols in place to protect your safety and establish a level of comfort for all of our employees as you return to campus.

We want you to feel as comfortable as possible in your return to campus. Please let your supervisor or HR know if you feel there is another process or procedure we can consider implementing to further protect the health and safety of all employees. In addition, we understand that every employee's situation is different and encourage those with specific risks or concerns to reach out to their supervisor or HR to discuss alternate arrangements, should they be necessary.

Control of Entry/Exit

The college had designated the main entrance into the C Building as the single point of entry to the Batavia Campus. The campus entrance will be open from 8:00 AM – 1:00 PM. Individuals entering campus should be prepared for health screening measures (e.g. temperature checks, questionnaire) on arrival. Only those who pass the screening will be admitted. Further, anyone that believes they have symptoms should not come to campus. Campus Center entry will be managed by the Campus Center Associate Deans, and the RCCA will remain closed until further notice. If necessary, the college will coordinate employee arrival and departure times to reduce congestion during typical "rush hours" of the business day.

A GCC ID card or key is required for entry as appropriate. Please have your ID card with you at all times. Employees should not hold or prop open exterior doors for any other person.

The college will phase in the welcome back for visitors and other guests who have historically used the campus for meetings and other events. These individuals are not allowed on campus at this time.

Social Distancing Tips

Employees should follow social distancing best practices while on campus, including but not limited to workstations, cafeterias, common areas and office spaces. Specifically, you're asked to:

- Stay 6 feet away from others. A face mask is required to be worn at all times if you must be within 6 feet of others. Masks must still be worn in common areas such as hallways, lobbies, restrooms and kitchens even when no one else is present.
 - If you need a mask, please visit Campus Safety or designated campus center personnel.
 - If you are unable to wear a mask for medical reasons, notify HR.
- Avoid in-person visits. Use phone, text, email, or online conferencing when possible, even within the same building. Unavoidable in-person meetings should be short and masks must be worn by all participants for the duration of the meeting.
- Avoid physical contact with others (e.g., handshakes).
- Avoid touching common surfaces when possible. Please do not use/touch someone else's phone, computer, supplies, or workspace.
- Departments should consider closing any common indoor or outdoor seating areas (e.g. reception areas) within their office space. To the extent that such spaces remain open, each department must modify seating areas arrangements (e.g. chairs, tables) to ensure that individuals are at least six feet apart in all directions (e.g. side-to-side and when facing one another).
- Avoid gathering when entering and exiting the facility. This includes visiting and talking in the parking lot.
- Enter and exit the building through designated areas only.
- Limit use of common areas such as the cafeteria, and conference rooms.
- Some rooms are closed for use. Please do not use these rooms.
- Follow any posted signage regarding COVID-19 social distancing practices.
- Communication - speak with your supervisor or HR about any concerns or suggestions you may have.

Genesee Community College may modify our social distancing guidelines after the campus reopens. Please monitor your email and adhere to any additional guidance as it is provided.

Protecting our Campus

- Plexiglass shields are being installed at selected counters, and hand sanitizer stations are available around campus.
- Departments should arrange work spaces to limit density, e.g. blocking every other seat or workstation.
- Implement clean-desk policies so that non-essential items are stored in enclosed cabinets or drawers, rather than on desks.

- Limit the use of shared workstations to the extent practicable, cleaning and disinfecting between each user.
- When students and campus visitors are allowed to return they will be required to wear face masks in common areas and in certain campus/instructional spaces in order to receive specific one-on-one services, such as tutoring, library services, and advising.
- Provide guidance to expected visitors, e.g. in meeting invitations:

We appreciate your attention to our social distancing guidelines:

- *Face masks are required. Please visit Campus Safety if you need one.*
- *Please call [employee] upon arrival: (585) 343-0055 ext. [ext]. We will meet you in the [location].*
- *No hand shaking.*
- *Please remain 6 feet apart from others.*
- *If you don't feel well, please contact us to make other arrangements.*

Cleaning Tips

Genesee Community College has requested that Buildings & Grounds facilitates cleaning of common areas and other frequently touched surfaces throughout the day. However, they will not be responsible for cleaning and disinfecting your workstation. You can do your part by:

- cleaning and disinfecting your workstations and surfaces including keyboards, mice, and phones
- avoid using others' workstations, tools and equipment
- wiping down common equipment (e.g., printer or copier) prior to and following use
- washing or sanitizing your hands frequently

Cleaning and disinfecting supplies will be provided by Buildings & Grounds.

General Health and Safety Tips

Practicing good hygiene is essential to prevent the spread of COVID-19. Do your part by practicing good hygiene at work and at home:

- Regularly wash your hands for at least 20 seconds with warm water and soap, specifically before eating, after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- Cover coughs and sneezes with a tissue or into you elbow.
- Avoid touching your eyes, nose and mouth.
- Properly store and, when necessary, discard personal protective equipment (PPE)

To help all of our employees remain healthy, GCC has hand sanitizer available throughout the campus. Supplies are limited, so hand washing is encouraged.

Finally, if you're feeling sick, please stay home. Doing so will protect the health of your co-workers. Employees with COVID-19 symptoms, that have been diagnosed or have been exposed to someone with symptoms should stay home and contact HR.

Monitoring COVID-19 Exposure, Symptoms or Confirmed Illness

The health and safety of our employees is our top priority. The following procedures are in place to monitor and respond to COVID-19 exposure or confirmed illness, and screen for potential illness.

All employees will be asked to confirm the status of their health as part of working on campus. The College reserves the right to implement a screening protocol for symptoms, such as temperature checks or signed certifications, at any point. Results will be tracked separately from any personnel records and will be kept confidential. This protocol will commonly be implemented upon the initial opening of the campus and as a response to a confirmed diagnosis.

Additionally, any College employee who experiences COVID-19 symptoms or has tested positive for COVID-19 must notify HR as soon as possible. The employee will be asked to assist with contact tracing. This information will be tracked separately from personnel records and names will not be released. Depending on the circumstances, the College will notify impacted employees if there is a confirmed case of COVID-19 in the workplace.

COVID-19 Symptoms

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 does not include all possible symptoms. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea. Symptoms may appear 2-14 days after exposure to the virus.

According to the CDC, individuals with certain conditions may have a higher risk for COVID-19 infection. Those conditions may include:

- older adults (aged 65 years and older)
- undiagnosed or untreated HIV
- asthma (moderate to severe)
- chronic lung disease
- diabetes
- serious heart conditions
- chronic kidney disease being treated with dialysis
- severe obesity
- being immunocompromised (e.g. someone currently taking prednisone or being treated for cancer)

Employees who have been instructed to return to work on campus and have concerns about doing so due to one of the high-risk conditions above, those who are pregnant, or those who wish to seek ADA Reasonable Accommodations related to returning to campus should contact Human Resources.

Exposure and Spread of Virus

The virus appears to spread mainly from person to person through respiratory droplets that are produced when an infected person coughs, sneezes or talks. Some of these droplets settle out of the air quickly onto surfaces but others may stay in the air for a longer period of time. These droplets can be breathed into the mouth, nose or lungs or transferred from contact with contaminated surfaces. The greatest risk of spread comes when people are in close contact with each other for extended periods of time, however, transmission can occur from shorter exposures or from shared spaces or objects. Recent guidance indicates COVID-19 may be spread by people who are not showing symptoms.

What to do if you are sick or at risk

- If you are sick for any reason, stay home from work and contact your supervisor and Human Resources at HR@genesee.edu.
- Contact your medical provider for medical advice/care or to request testing for COVID-19, or if you have concerns about possible exposure. You can also call the [NYS Health Department Coronavirus Hotline](#) at (888) 364-3065.
- If you have tested positive for the virus follow the guidance of your local health department.
- If you have severe underlying medical conditions increasing your risks of developing more serious complications, please contact your health care provider. Your provider should send medical documentation identifying you as being at risk of more serious complication to HR.
- Employees who are subject to quarantine or isolation due to COVID-19 should communicate with their immediate supervisor and HR for guidance prior to returning to campus.

Summary

By keeping these protocols in mind, you will help GCC safely reopen its doors and keep us open in the midst of the COVID-19 pandemic. As with any workplace change, communication is key. We will do our part in providing up-to-date communications whenever necessary, and we expect you to openly communicate any concerns or questions you may have with these plans.

Additional Resources

General information about Coronavirus (COVID-19):

- [Centers for Disease Control and Prevention](#) (CDC) (800) 232-4636

Local health departments:

- [Genesee-Orleans County Public Health](#) (585) 344-2580 ext. 5555
- [Livingston County Health Department](#) (585) 243-7270
- [Wyoming County Health Department](#) (585) 786-8890

Mental health related services:

- [Royal Employer Services](#) - Employee Assistance Program (888) 244-0680
- [Substance Abuse and Mental Health Services Administration](#) (800) 662-HELP (4357)