



MARIETTA COLLEGE

YOUR GUIDE FOR RETURNING TO WORK

JUNE 1, 2020

TABLE OF CONTENTS

CORE GUIDLINES	1
WORKPLACE EXPECTATIONS & GUIDELINES	2
SYMPTOM MONITORING REQUIREMENT	2
EMPLOYEE STAFFING OPTIONS	3
PERSONAL SAFETY PRACTICES	4
GUIDANCE FOR SPECIFIC WORKPLACE SCENARIOS	5
MENTAL AND EMOTIONAL WELL BEING.	5

*** THIS POLICY IS SUBJECT TO CHANGE BASED ON RECOMMENDATIONS
BY THE OHIO DEPARTMENT OF HEALTH AND THE CDC ***

CORE GUIDLINES

As Marietta College reopens for business and welcomes everyone back to campus, our guiding principles are embedded in our policies and procedures — which are rooted in safety for our students, faculty and staff, as well as safety for health care providers and the public we interact with — for responding to the COVID-19 pandemic.

Marietta College's plans will be aligned and consistent with guidelines established by the Ohio Department of Health and the Centers for Disease Control and Prevention.

Like other institutions and businesses that are reopening, our understanding of COVID-19 continues to develop, and our policies and plans will be revised when applicable.



WORKPLACE EXPECTATIONS & GUIDELINES

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

SYMPTOM MONITORING REQUIREMENT

Employees who are returning to the workplace **must conduct symptom monitoring every day before reporting to work**. You must be free of ANY symptom potentially related to COVID-19 or have had an evaluation and clearance by a physician.

At this time, **these symptoms include one or more of the following:**

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

If you have any of these symptoms, **you must speak with your supervisor before arriving to campus to assess next steps.**

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

- Older adults (aged 65 years and older)
- People with HIV
- Asthma (moderate-to-severe)
- Chronic lung disease
- Diabetes
- Serious heart conditions
- Chronic kidney disease being treated with dialysis
- Severe obesity
- Being immunocompromised

Employees who have concerns about returning to work due to a medical condition that places them in a higher-risk group, those who are pregnant, or those who wish to seek ADA Reasonable Accommodations related to returning to the workplace **should speak with Human Resources at (740) 376-4835.**

EMPLOYEE STAFFING OPTIONS

Employees who have **been asked to return to campus** for work can speak with their supervisor about options that could be considered to maintain physical distancing and reduce population density within buildings and spaces.

Remote Work: Those who can work remotely to fulfill most or all of their work responsibilities may continue to do so. This arrangement, which must be approved by the immediate supervisor, can be done as a full-week or partial-week schedule as appropriate.

Alternating Days: In an effort to limit the number of individuals and interactions among those on campus, **departments should look at ways of scheduling partial staffing throughout the day (and outside of the typical work-day hours) on alternating days (including weekends).**

Staggered Reporting/Departing: The start and finish of a workday predictably bring many people together at common entry and exit points of buildings and in parking lots. **Staggering arrival and departure times by at least 30 minutes will reduce traffic in common areas.**



PERSONAL SAFETY PRACTICES

Face masks/Cloth Face Coverings: Based on the CDC recommendation, face masks or face coverings **must be worn by all employees working on campus**. Employees DO NOT have to wear a mask if they are in their office alone; however, everyone who comes to campus must have a mask in their possession at all times. You must wear a mask as you walk across campus, go to another location or to your vehicle, while you are picking up your meal from Gilman, or any other activity that may cause you to cross paths with other individuals.

Marietta College will provide disposable masks, if needed (speak with your supervisor for where to get a mask). Disposable masks should only be worn for one day. You may also wear a cloth face covering, which will help the College reduce the need to purchase more masks, which are in short supply. Cloth face coverings should only be worn for one day at a time and must be properly laundered before using again.

Physical 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 the 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. Employees on campus should follow these physical distancing practices:

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

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

Personal Disinfection: While Building Services staff will continue to clean office and work spaces based on CDC guidelines, **additional care should be taken to wipe down commonly used surfaces**.

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 away used tissues in the garbage. Immediately wash your hands with soap and water for at least 20 seconds or use a hand sanitizer that contains at least 60-percent alcohol.



GUIDANCE FOR SPECIFIC WORKPLACE SCENARIOS

Working in Open Office Environments: Be sure to maintain at least 6 feet distance from co-workers. If possible, have at least one workspace separating you from another co-worker. **You must wear a face mask or face covering at all times while in a shared work space/room.** Other steps that should be considered:

- Place visual cues such as floor decals, colored tape or signs to indicate to visitors where they should stand while waiting in line.
- Place one-way directional signage (like we see in grocery stores) for open spaces with multiple through-ways to increase distance between individuals.
- Designate specific stairways for up and down traffic if the 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 maintained.

Using 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.

Using Elevators: **No more than one person may enter an elevator at a time**, so please use the stairs whenever possible.

Food & Drinks: Employees **may not bring in food or drinks for other people to share** — this includes donuts, cupcakes, cookies, snacks and candy. **This also includes community coffee pots and Keurigs.**

Water fountains & Water coolers: All water fountains on campus will be disconnected and unavailable for use until it is determined they can be safely used. Any community or office water coolers should not be used. **Employees must provide their own water or acceptable drinks.**

Meetings: Groups should continue to meet via Zoom, WebEx, Microsoft Teams, etc.

Entering Buildings: All campus buildings will remain locked and employees must use their Marietta College ID to enter when card access readers are available. To access buildings without card access, you must contact the building coordinator or College Police.

MENTAL AND EMOTIONAL WELL BEING

Marietta College is partnered with Mutual of Omaha's Basic Enhanced Employee Assistance Program that includes professional, confidential consultation by phone 24 hours a day, telephone assistance and referral, service for immediate and dependent family members, and three in-person sessions with a counselor.

The program provides services for personal matters that include stress, resiliency, depression, gambling and other addictive behavior, parenting, financial issues, life changes, relationships, drug/alcohol abuse, mental health, grief, and balancing work and home.

You can call an EAP professional 24 hours a day, 7 days a week at 1-800-316-2796.

For more information about this benefit, please visit the Document Depot on MyMarietta. The Employee Assistance Program brochure is listed under the Benefit Plan Administrative Documents section.

215 Fifth Street
Marietta, OH 45750
740.376.4600

www.marietta.edu



Marietta College