

Curry College Policy on Workplace Safety for COVID-19

Curry College's workplace policies and protocols are designed to protect the safety of our employees, students and the public with whom we interact. Our plans will be informed by local, state and federal guidelines. As knowledge and understanding of the COVID-19 virus continues to evolve, our policies and plans may be updated as appropriate.

During the COVID-19 public health emergency, no one can eliminate all risks of infection and transmission. At Curry College, we are working to mitigate risks on campus in order to provide you with a safe environment to work and the same for our students to learn. This is a collective effort that requires every member of our Curry community to do their part and make our campus a safe place for one another to work and to learn.

Phased Approach: The College will limit the number of people on campus to meet social distancing requirements. Expansion of staffing groups in areas will be limited, controlled by government regulations and public health guidance, and coordinated to mitigate potential risks and promote the safety of faculty and staff.

Staffing and Operations:

- The College will follow the [workplace safety standards for Office Spaces](#) detailed in the Governor's Reopening Plan for Massachusetts. During Phases I and II of the Massachusetts re-opening plan, employees will alternate on-site working days within each area to initially limit occupancy to no more than 25% of building capacity. The College will continue to phase in employees returning to campus during this period, with maximum occupancy rising to no more than 50% of building capacity under the current workplace safety standards. Supervisors will communicate directly with their departments the schedules that may include alternating days or weeks or staggered arrival and departure times.
 - Exceptions may be allowed to the maximum occupancy level based on demonstrated need for relief, and public health or public safety considerations or where strict compliance may interfere with the continued delivery of critical services.
- Given the current status of COVID-19, remote work will continue for employees that have not been directed by a supervisor to return to campus, or are alternating on-site work days to meet occupancy and social distancing requirements.
- According to the CDC, individuals with certain conditions may have a higher risk for complications resulting from a COVID-19 infection. Those conditions may include age or underlying medical conditions. Any individual who is immunocompromised or has concerns about returning to working onsite due to a condition that places them in a higher risk group or wishes to seek ADA Reasonable Accommodations related to returning to the workplace should contact the College's Office of Human Resources. To access this information, please click on [COVID-19 Related Workplace Adjustments and Reasonable Accommodations Policy](#).

- An employee who is serving as a primary caregiver or living with an individual identified by the CDC as being at high risk for serious complications from a COVID- 19 infection may also contact the Office of Human Resources should the employee have concerns that may impact the employee's ability to return to campus. The employee may submit a request for alternative work arrangements using the form included in the [COVID-19 Related Workplace Adjustments and Reasonable Accommodations Policy](#). Human Resources may discuss such requests with the employee's division head and supervisor, prior to issuing a decision on approval of the request.
- As part of the institutional response to COVID-19, the College is committed to supporting employees with childcare needs during the current COVID-19 public health emergency to the extent possible. For administrative staff seeking childcare-related arrangements, please be advised that the College will continue to assess operational needs to ensure that the College continues to meet student needs and is able to carry out the mission of the institution, and will make decisions in that context. Administrative staff with childcare needs that may impact the employee's ability to perform work on campus may submit a request for temporary alternative work arrangements through the Office of Human Resources. Administrative staff should submit the [Temporary Workplace Relief Request Form](#) to HR for consideration of such request prior to August 14, 2020 so that the division head is able to review all requests to determine staffing levels within offices to meet operational needs. Human Resources may discuss such requests with the employee's division head and supervisor, prior to issuing a decision on approval of the request. Therefore, any approved alternative workplace arrangements are temporary in nature and subject to change at the discretion of the College.
- Symptom Monitoring Requirement: Employees will be expected to self-certify their ability to safely work on-site each day by assessing whether the employee is exhibiting any symptoms that have been associated with COVID-19.
 - Employees will receive a daily email from Qualtrics as a reminder to complete the certification.
 - Employees must complete the certification prior to leaving their homes to travel to campus.
 - If any individual answers yes to any of the questions, they should report that result to their supervisor and not come to campus. Employees will not be asked to, nor should they, reveal any medical information to their supervisor.

The daily employee self-certification will ask employees to respond to certain questions (see below):

1. Have you experienced any of the following symptoms in the past 24 hours? Fever (greater than 100.4 degree Fahrenheit), muscle pain, chills, sore throat, shortness of breath, cough, new onset headache, fatigue or malaise, runny nose/congestion, not related to allergies or new loss of taste or smell, diarrhea, loss of appetite?
2. Have you traveled internationally or domestically outside of the northeast (New York, New Jersey, Massachusetts, New Hampshire, Maine, Connecticut, Vermont) or Hawaii (with no stopover in between) within the last 14 days? Please note that employees who reside out of state and commute to MA

for work, or have visited one of the above listed states, do not need to include such travel in their response.

3. Have you, or anyone you have been in close contact with (within 6 feet for 10 or more minutes) been diagnosed with COVID-19, or been placed on quarantine for possible contact with COVID-19?
 4. Have you been asked to self-isolate or quarantine by a medical professional or by a local public health official?
- o Employees who answer yes to any of the above questions regarding possible COVID-19 symptoms will be advised not to report to the office or will be sent home. The College will require such employees to get tested for COVID-19 and should follow up with their medical provider.
 - o Employees testing negative for COVID-19 should report back to work according to the College's Sick Leave Policy or the applicable collective bargaining agreement
 - o Employees who test positive for COVID-19 will not be permitted to return to working on-site until they have met the following criteria:
 - At least 10 days since the onset of symptoms AND
 - 3 days consecutive days (72 hours) without a fever and without the use of fever-reducing medications AND
 - Significant improvement in respiratory symptoms (e.g., cough, shortness of breath);

Such employees will also be required to provide a return to work order from their primary care physician or other treating physician stating they are cleared to return.

- If an employee develops symptoms, or tests positive for the virus, they should contact their supervisor or human resources immediately. The employee will be instructed to remain off site and to immediately contact their primary care physician. Employees who test positive for COVID-19 must follow the criteria list above before they are allowed to return. Employees, who test negative but continue to have symptoms consistent with COVID-19 are not allowed to return to campus and will require medical clearance before they are able to return.
- If an employee tests positive for the virus and has been on-site, we will ask them to provide us with information regarding who they have been in close contact with at Curry College. Close contact is defined as within six feet for a period of 10-minutes or more. Human Resources will notify any employee who may have been exposed and advise them to call their PCP to discuss testing and self-quarantine for a 14-day period. Even if an employee tests negative, they are required to self-quarantine at home and monitor for symptoms for 14 days.
- Employees who have visited or traveled from one of the following northeast states, New York, New Jersey, Massachusetts, New Hampshire, Maine, Connecticut, or Vermont will not be asked to remain off-site for a period of 14 days.

- Most employees who have traveled outside of the Commonwealth of Massachusetts will be asked to remain off-site for a period of 14 days following their return or produce a negative COVID-19 test result that has been administered up to 72 hours prior to an employee's arrival in Massachusetts. This does not include:
 - Employees that live out-of- state and commute to work;
 - Employees who have traveled to from one of the six neighboring Northeast states (New York, New Jersey, Massachusetts, New Hampshire, Maine, Connecticut, Vermont), or Hawaii (with no stopover in between) as noted in Governor Baker's June 30, 2020 announcement, updated on July 24, 2020, and updated on August 4, 2020.

Employees will have to use their benefit time to cover for these absences, unless the employee has been approved to work from home during the applicable quarantine period. Failure to comply with this Policy may result in disciplinary action.

Social Distancing: Keep at least a 6 feet distance between yourself and any other coworker, customer, or person in the workplace. **Social Distancing:** <https://www.youtube.com/watch?v=GDDDz89EhSU>

- Common areas such as breakrooms, copy rooms and restrooms should be limited to one individual at a time. Employees are not allowed to share food or drinks. All water bubblers, unless hands free, should be blocked off or covered to prevent usage. All common area materials like magazines and educational materials should be removed.
- When physical distancing is not possible, and when in any common area including hallways and bathrooms, employees should wear a face mask.
- Physical contact with coworkers should be avoided completely, including handshakes, hugs or other greetings involving physical contact.
- If an external guest is on campus, they will be expected to adhere to all social distancing guidelines at all times. Please see **Visitors to Campus section** of this policy.
- Signage regarding social distancing will be provided in several locations.

Wearing a Mask:

- All employees on campus are **required** to wear a facemask covering the mouth and nose. **Masks should be worn at all times** with the exception of:
 - when an employee is working alone in an enclosed office, or
 - during breaks for eating or drinking (in which case appropriate social distancing is maintained).
- Masks should be worn at all times by employees when they are in areas working with others, when they are traveling to and from a private, enclosed office, when they are moving around in common areas, in bathrooms or otherwise away from their work space.
- The College will provide masks for employees and students. Employees will be issued 3 masks by the College. It is the employee's responsibility to clean these masks (using detergent, hot water and a hot air dryer) and maintain the masks in suitable condition for use.

Student employees will also need to follow these protocols.

Please note: when an employee first returns to campus, please wear a personal mask or face covering.

- For those whom wearing a mask or facial covering is detrimental to their health due to a personal medical issue, please submit the [COVID-19 Special Request for Workplace Adjustment or Reasonable Accommodation Form](#) to the Human Resources Office. HR will review the request and notify you if it is granted. Employees may also supply and wear their own mask, so long as it is sufficient to fully cover the mouth and nose when worn. The [CDC offers a tutorial](#) about how to create a cloth face covering should you wish to make your own.

Disinfection and Cleaning Measures:

Cleaning supplies will be furnished in common areas and in each classroom by Buildings & Grounds. There will be a receptacle that contains the following items - hand-sanitizer, cleaning disinfectant solution, gloves and masks.

Common areas and equipment: Employees are asked to wipe down high touch areas and equipment such as workstations, keyboards, doorknobs, and telephones before use. Employees should also avoid using any shared office supplies or supplies belonging to others, when feasible.

Individual work stations and office spaces: We encourage employees to disinfect their work areas during their shift and before they leave at the end of their shift.

Employees should limit the following activities to the extent possible:

- printing needs
- obtaining signatures on paperwork (where authorization cannot be obtained through digital or alternative needs).

The College will conduct frequent cleanings and disinfection of facilities (at least twice a day, and more frequently if feasible).

Cleaning logs will be kept indicating date, time and scope of cleaning. In heavy transit areas, high-touch surfaces will be frequently disinfected.

Disinfection following Confirmed COVID-19 Exposure: If an employee who is diagnosed with COVID-19 has been on campus, the area will be thoroughly disinfected by Buildings & Grounds.

Curry College will restrict access for all individuals and take prudent precaution following confirmation of a workplace exposure to COVID-19 prior to permitting any cleaning staff into the affected areas to apply disinfection protocols. The area will be thoroughly disinfected by Buildings & Grounds.

Curry College will comply with all CDC guidelines on disinfection, found here: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

Hand Washing: Employees should wash their hands as often as possible. Washing your hands is

significantly more effective than using hand-sanitizer. Employees should wash their hands with soap and water before preparing or eating food, and after: (a) contact with a person who is sick; (b) using the bathroom; (c) blowing one's nose or coughing or sneezing into their hand; (d) after touching an animal; (e) after touching garbage; or (f) if their hands are visibly dirty. What you Need to Know about Handwashing: <https://www.youtube.com/watch?v=d914EnpU4Fo>

1. Wet your hands with soap and water (hot water is preferred);
2. Lather by rubbing your hands together with soap;
3. Scrub all surfaces of your hands (fingers, fingernails, back of your hands, palms) for 20 seconds;
4. Rinse your hands under clean running water;
5. Dry your hands with a clean paper towel or air dryer.

Anti-bacterial Hand Sanitizer: Use alcohol based anti-bacterial hand sanitizer only when soap and water are not available. Do not use if your hands are visibly greasy or dirty. Sanitizer should contain at least 60% alcohol (all College-provided hand sanitizer meets this minimum requirement). Use enough to cover all surfaces of your hand and rub until dry, about 20 seconds. Do not rinse or wipe off the sanitizer before it is dry, it will not be as effective.

Respiratory Etiquette: When you feel the urge to cough or sneeze, use the crook of your arm or a tissue to cover your mouth and nose. If you cough or sneeze into your hand, wash your hands thoroughly as described above.

Personal Protective Equipment (PPE):

A mask is one type of PPE that required to be worn in most locations in the workplace. However, certain positions at higher risk of contact with other individuals may be required or advised to wear additional PPE, which can include, goggles, face shields, gowns, and gloves. All employees using PPE must observe the following:

1. Appropriate hand hygiene immediately before donning and after removal of gloves or other PPE.
2. Remove PPE after it becomes contaminated and before leaving the work area.
3. Used PPE may be disposed in regular waste containers. If the PPE is saturated with potentially infectious materials, the PPE must be disposed of in a labeled biohazard waste container.
4. Wear appropriate gloves when it can be reasonably anticipated that there may be hand contact with potentially infectious materials and when handling or touching contaminated items or surfaces. Replace gloves if torn, punctured, contaminated, or if their ability to function as a barrier is compromised.
5. Utility gloves may be washed with soap and water for reuse if their integrity is not compromised. Discard utility gloves if they show signs of cracking, peeling, tearing, puncturing, or deterioration.
6. Never wash or decontaminate disposable gloves for reuse.
7. Wear appropriate face and eye protection when contamination by splashes, sprays, spatters, or droplets of potentially infectious materials can be reasonably anticipated.
8. Remove immediately, or as soon as feasible, any garment contaminated by potentially infectious materials in such a way as to avoid contact with the outer surface. Contaminated clothing is placed in a red bag and must be laundered or disposed of by the employer.
9. Follow proper disinfection and sterilization procedures for reusable equipment and devices.

Meetings: In accordance with Massachusetts directives, the College encourages employees to limit

face to face meetings where feasible. Meetings should be conducted via telephone or through Teams or Zoom or other digital means. Face-to-face meetings should be limited to only topics that cannot reasonably be accomplished by digital means, and to those participants that are required, taking care to ensure that all social distancing and PPE (and visitor screening, if applicable) requirements are observed. All large work-related meetings that can only be held in person are temporarily postponed. Where videoconferencing or teleconferencing is not possible, employees must hold meetings in open, well ventilated spaces keeping 6 feet apart. Available conference rooms will be limited to accommodate for appropriate social distancing protocols.

On-campus Dining Services: The campus dining vendor, Sodexo, is continuing to take steps to advance the health and safety of dining services for students, faculty, staff, and campus visitors. However, dining services will not be open for meal service prior to the return of residential students on campus. During the initial phases of returning employees to campus, dining services will not be available. The College suggests that employees bring their meals from home. The College will keep employees and the campus community informed when dining services at the Student Center and other locations on campus are ready to resume retail operations.

Travel: The College has temporarily suspended all business travel until further notice. Exceptions may only be permitted by a supervisor for employees in positions where travel is necessary in order to perform functions that are essential for College business objectives.

Visitors to Campus:

As we continue to navigate the constantly evolving coronavirus (COVID-19) crisis, the safety of employees and visitors is a constant concern. To help protect our community, we are monitoring changes locally, updating policies as needed and following recommendations from local and federal governments. Massachusetts recommends that businesses continue to limit visitors to the workplace and maintain the practice of meeting virtually with external audiences where feasible.

In cases where visitors are essential, this simple screening questionnaire below will help prevent the spread of the COVID-19 and reduce the risk of potential exposure for employees and visitors. Completing this precautionary measure enables us to help protect employees and visitors. College departments and offices should share this section with visitors who express an interest to come onto our campus so they will be aware of the College's visiting protocols.

In order to ensure the safety of employees on campus, all visitors need to be pre-approved by the Senior Staff member of the department. Once the visitor is approved they will be asked the following questions found below and the Curry contact person will send a link of the screening questionnaire. Visitors will be required to type in their own name and email along with the email of the Curry contact employee. Each visitor in the party will need to complete the screening questionnaire. For the Plymouth campus, CE/Grad Studies administrative office will follow up with visitors.

The screening questions are:

- Have you experienced any of the following symptoms in the past 24 hours? Fever (greater than 100.4 degree Fahrenheit), muscle pain, chills, sore throat, shortness of breath, cough, new onset headache, fatigue or malaise, runny nose/congestion, not related to allergies or new loss of taste or smell, diarrhea, loss of appetite?
- Have you traveled internationally or domestically outside of the northeast (New York, New Jersey, Massachusetts, New Hampshire, Maine, Connecticut, Vermont) or Hawaii (with no stopover in between) within the last 14 days? Please note that if you have visited one of the above listed states, do not need to include such travel in their response.

- Have you, or anyone you have been in close contact with (within 6 feet for 10 or more minutes) been diagnosed with COVID-19, or been placed on quarantine for possible contact with COVID-19?
- Have you been asked to self-isolate or quarantine by a medical professional or by a local public health official?

When the visitor arrives to campus they will need a confirmation that they have been approved (this will be an email that the visitor has been approved). A sign is placed at the front gate with the phone number of who to call if the visitor has any questions. We are asking that visitors call to minimize face-to-face interaction. Visitors should wear face masks while on campus, while entering any campus building(s), and as otherwise required by this Policy (see above).

If a visitor has positive COVID-19 symptoms within two days following a visit to campus, or within two days prior to the campus visit had close contact with an individual that tests positive for COVID-19, the College request that the visitor follow DPH contract tracing protocols as soon a possible, and contact Erin Simmons, the College's Director of Health Service at (617) 333-2394 so that the College can implement proper testing, tracing, isolation and sanitizing protocols for the affected area(s) and individual(s).

Helpful Resources

Curry College is committed to providing resources to help you maintain your health and wellbeing, as well as the timeliest information known about COVID-19.

EMPLOYEE ASSISTANCE PROGRAM: Curry provides all of our full-time employees and their household family members with access to [Guidance Resources](#), an Employee Assistance Program (EAP) managed by CompPsych. The EAP provides confidential services, support and guidance to address a variety of daily challenges.

Access to thousands of resources — including articles and videos on supporting mental health, work-life balance, financial planning and wellbeing, as well as a dedicated COVID-19 site — are available on the Guidance Resources website: guidanceresources.com (To Register, you first need to enter Curry's Web ID: GEN311; then create your user name and password) or call 1-800-311-4327.

Wellness Programs: Human Resources will continue to offer a variety of wellness programs virtually through Harvard Pilgrim Healthcare Plan to assist employees with their overall well-being.

Further Information on COVID-19: The most effective way to reduce exposure to COVID-19 is to stay informed and follow the most up-to-date information available from national, international, state and local organizations, including Curry.

- [Center for Disease Control \(CDC\)](#)
- [World Health Organization \(WHO\)](#)
- [Occupational Safety and Health Administration \(OSHA\)](#)
- [Massachusetts Department of Public Health](#)
- [Curry's myPortal dedicated COVID-19 intranet website for employees and students](#)
- [United Educators Training Module - Your Campus and COVID-19: The Road Back](#)

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