

COVID-19 Workplace Guidelines

Updated November 20, 2020

(replacing the COVID-19 Guidelines for Responsible Return to the Workplace, effective June 1, 2020)

Guiding Principles

Denison's policies and protocols for responding to the COVID-19 pandemic are rooted in maximizing safety and responsibly managing risks for our staff, faculty, and students, and for the broader community. We urge everyone to take time to review these guidelines, which help address potential questions and concerns and describe the steps being taken to minimize COVID-19 risks on campus.

Denison's plans are informed by state and local public health guidance, as well as recommendations from the Centers for Disease Control and Prevention (CDC). As knowledge and understanding of COVID-19 continues to evolve, our policies and practices will be updated as appropriate.

Denison has worked hard since this pandemic began to take care of our faculty and staff. This document outlines the many policies and practices in place to meet the varied needs and concerns arising as a result of COVID-19. All employees are expected to fully comply with the policies and guidelines outlined in this document. Failure to do so may result in corrective action, up to and including separation from the University. The social and public-health obligations we are adopting as a community -- face masks, symptom monitoring, social distancing, and more -- are meant to be firm, and it is incumbent upon all Denison employees to take these protocols seriously. We all need to do our part in this important work.

Additionally, while these are workplace guidelines, we urge all employees to follow precautionary measures even when off-campus to help protect themselves and their families, and to further help protect the Denison campus and community.

Employee Infection, Symptoms, or Exposure Hotline

Any employee working on campus must conduct symptom monitoring every day before coming to campus. Employees **with symptoms of COVID-19, who have tested positive for COVID-19, or who have had recent exposure to an infected person** should not report to work and should contact both their supervisor and the employee COVID-19 hotline at COVID19Questions@denison.edu or 740-587-5597, which is staffed by Angie Ferrell, Nurse Practitioner at Denison, who will provide guidance on the appropriateness of coming to work and information about next steps. *See additional information below regarding symptom monitoring and notification requirements.*

Please talk with your supervisor or Human Resources (at covid19questions@denison.edu) if you have any questions about these guidelines.

Symptom Monitoring and Outreach in Case of Infection or Exposure

Any employee experiencing symptoms, who has tested positive for COVID-19 or who has been recently exposed to someone infected with COVID-19 should not report to work and should contact both the employee symptom hotline and their supervisor. The hotline is: COVID19Questions@denison.edu or 740-587-5597, staffed by nurse practitioner Angie Ferrell.

Symptom Monitoring Requirement

Any employee attending work on campus must conduct symptom monitoring every day before coming to campus. Employees with symptoms of COVID-19 should not report to work and should contact their supervisor and the employee symptoms hotline: COVID19Questions@denison.edu or 740-587-5597, the hotline staffed by nurse practitioner Angie Ferrell. You should also wear a face mask to avoid possible virus transmission to others and self-isolate until you have received instructions from a medical provider.

At this time, these symptoms include any of the following:

- Fever of 100.4 or higher or chills
- Cough
- Shortness of breath or difficulty breathing
- Muscle pain/body aches
- Headache
- New loss of smell or taste
- Congestion or runny nose
- Intestinal symptoms (nausea, vomiting, or diarrhea)

As explained further below, Denison has adopted a temporary COVID-19 policy extending additional sick/emergency days to employees to support compliance with these stay-at-home requirements if you are experiencing potential COVID-19 symptoms.

Accommodations

According to the CDC, individuals with certain conditions may have a higher risk for COVID-19 complications. These are described in detail in [this CDC guidance](#). Employees who are expected to work on campus and have concerns about doing so due to a medical condition that places them in a higher risk group or those who may otherwise require Americans with Disabilities Act (ADA) reasonable accommodations related to returning to the workplace should contact Human Resources for consultation at humanresources@denison.edu. In accordance with ADA requirements, Denison honors the

confidentiality of medical or health conditions for purposes of determining reasonable accommodations and HR can assist with any questions about these confidentiality parameters.

Face Masks, Physical Distancing, and Health Hygiene

Face Masks

Scientific and medical studies have shown that face masks are critical to minimizing risk of COVID-19 transmission. Face masks are required in the workplace both by Ohio law and Denison policy, and are also required of students. The Village of Granville has also passed an ordinance requiring face masks in all public places and indoor establishments in town.

See Denison's [face mask guidelines](#) for full policy details and care instructions. Key aspects of Denison's mask requirements for staff and faculty are as follows:

- **Masks must be worn by all campus community members and visitors:** All students and employees are required to wear face masks indoors, including in hallways, elevators, and public/common areas. These requirements also apply to contractors, vendors, suppliers, and any other campus visitors.
- **Masks must be worn in any common space on campus:** Face masks must be worn in all academic, office, residential, communal, and athletics spaces, *regardless of whether other people are present or how far apart* (this includes, for example, common work spaces, meeting rooms, hallways, including to/from/in restrooms, kitchens, and break rooms).
- **Masks must be worn if you work in an open/common office area, even if plexiglass is present:** Wearing a mask is not required when alone in a fully private office *with the door closed*. This means a fully-enclosed office that is just yours, and that is not a reception area or entryway for other offices or common areas. A dedicated work area with a plexiglass barrier is not a fully private office if it is otherwise located in a reception area or common space that leads to other offices or spaces.
- **Mask wearing outdoors:** While enclosed indoor spaces likely pose the greatest risk, COVID-19 can still be transmitted outdoors, so face masks must be worn outside when six-feet of distancing cannot be reliably maintained. The campus, fortunately, has many open, outdoor spaces, where people can walk and spend time alone or in small groups while also maintaining required physical distancing. We encourage employees to make use of Denison's outdoor spaces and the University spent time this past summer creating more outside spots conducive to working and connecting with others.
- **Scarves or neck gaiters are not permitted as masks:** Denison does not consider scarves or neck gaiters appropriate masks for campus. Proper-fitting, multi-layered cloth masks are required.
- **Mask wearing outside the workplace:** As noted above, the Village of Granville has also passed an ordinance requiring face masks in public (including indoor establishments) in town. As Denisonians,

we care a great deal about our Granville neighbors and all Denison employees should honor Granville's requirement that face masks be worn in town.

Physical Distancing

Keeping space between you and others is one of the best tools we have to avoid being exposed to COVID-19 and slowing its spread. Since people can spread the virus before they show any symptoms and know they are sick, it is important to keep distance from others when possible. Social distancing is important for everyone, especially to help protect people who are at higher risk of getting very sick. Employees working on-site should follow these social distancing practices:

- Stay at least 6 feet from other people
- Do not gather in groups
- Stay out of crowded places and avoid mass gatherings

Health Hygiene

Handwashing: Wash your hands often with soap and water for at least 20 seconds, especially after you have been in a public space, or after blowing your nose, coughing, sneezing, or touching your face. If soap and water are not readily available, use a hand sanitizer with at least 60% ethanol or 70% isopropyl 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.

Cleaning of Shared and Personal Spaces: Shared spaces and public spaces will be subject to enhanced cleaning schedules and protocols so custodial crews will be spending additional effort cleaning in those spaces. Consequently, single-occupancy offices will be visited less frequently. Individuals may request disinfection supplies to clean their workspace more frequently and offices will be provided with additional supplies to enable employees to regularly wipe down commonly used and shared surfaces or equipment. You can find full details about Denison's cleaning and disinfection standards and expectations [here](#).

Coughing/Sneezing/Hygiene: If you are in a personal, enclosed office setting and do not have on your face covering, remember to always cover our mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Then throw used tissues in the trash. Immediately wash your hands with soap and water for at least 20 seconds, or clean your hands with a hand sanitizer that contains at least 60% alcohol.

Using Restrooms: When using a restroom try to ensure at least 6 feet of distance between individuals or, if possible, wait until the restroom is otherwise empty. Wash your hands thoroughly afterward to reduce the potential transmission of the virus. Masks should be worn in restrooms.

Using Elevators: Generally, no more than one person should enter an elevator at a time, so please use stairs whenever possible. If you are using an elevator, wear your mask or face covering and avoid

touching the elevator buttons with your exposed hand/fingers, if possible. Wash your hands or use hand sanitizer upon departing the elevator.

Concerns: Any employee with concerns about adherence to health and safety practices should report those concerns to their supervisors or Human Resources. The COVID-19 pandemic warrants unique considerations of our care for one another and support of community values of respect and safety. These guidelines will be taken seriously and repeated or serious violations of health and safety measures may result in disciplinary action up to and including separation from the University.

Determining On-Campus Work Needs and Remote Options

Each Vice President and supervisor will continue to be responsible for determining on-site work needs and for implementing plans that account for minimizing workspace density and providing flexibility where necessary. Certain campus roles, especially those that involve regular student interactions, will have higher on-campus work needs.

Staffing Options

Departments and offices have various strategies available to maintain social distancing and reduce density within buildings and work spaces. Supervisors have received more detailed information about these strategies, which include remote work (in full or partial day/week schedules) and also alternate-day schedules and staggered arrivals/departures.

Workplace Set-Ups and Scenarios

Workspaces

If you work in an open environment, maintain at least 6 feet of distance from co-workers and between workspaces where possible. You must wear a face mask or covering at all times while in a shared work space or room. Limit, or eliminate where possible, the sharing of work materials.

Supervisors will assess open work environments and meeting rooms, under the guidance of Denison's director of risk management and environmental health and safety, to institute measures where appropriate to encourage physical distancing.

Meetings

Face-to-face meetings and conversations should be held judiciously. Because convening in groups in enclosed spaces increases the risk of viral transmission, where feasible, meetings (even among those on campus) should generally be held in whole or part using the range of available collaboration tools (Google Hangouts Meet, Zoom, telephone, etc.).

In person meetings are also currently limited to restrictions in state orders and may not exceed 50% of a room's fire code maximum capacity. For any in-person meeting, individuals must be able to maintain 6 feet of separation for social distancing. Departments should consider rearranging tables and chairs and/or adding visual cue marks or signage in meeting rooms to support social distancing practices between attendees.

Meals

Avoid eating indoors with others, and avoid eating outdoors with others unless at least six-feet of distancing is being maintained. Outdoor meals held without proper physical distancing have been determined to be the source of numerous COVID-19 infections. Before and after eating, you should wash your hands thoroughly to reduce the potential transmission of COVID-19.

Dining facilities on campus, once open, will be configured according to social distancing and other safety precautions. Individuals should not sit facing one another. Staff are encouraged to take food back to their office area or eat outside, if this is reasonable for your situation.

If you are eating in your work environment, maintain at least 6 feet of distance between you and others where possible. Individuals should not sit facing one another. Only remove your mask or face covering in order to eat, then put it back on.

Departments should remove or rearrange chairs and tables or add visual cue marks in break rooms or shared spaces to support social distancing practices. Wipe all surfaces, including table, refrigerator handle, etc., after using common areas.

Travel

University-related travel should remain limited as much as possible, and all employees must seek approval from their divisional management prior to engaging in work travel.

Health and Leave Time

To support our employees and adherence to stay-at-home requirements for those experiencing potential COVID-19 symptoms, or for those who must quarantine or isolate, Denison has adopted several temporary COVID-19 policies through May 30, 2021, extending additional leave time as described below.

To help our employees through this uncertain time, Denison has developed these temporary policies offering additional paid leave time for employees who need to be off work for health needs related to COVID-19, and to provide child care when employees cannot work remotely due to school closures and child care closures related to COVID-19.

Temporary COVID-19 Health Days Policy

Ten COVID-19 Health Days (prorated as appropriate for part-time staff) will be added on a one-time basis to the banks of our regular full and part-time supporting operating staff. These days can be used for personal health needs related to COVID-19 or to care for children or other dependents. Full-time and part-time regular supportive operating staff employees who need time off due to COVID-related health reasons are eligible. Please see the [Temporary COVID-19 Health Days Policy](#) for more information.

Temporary COVID-19 Family Leave Policy

Full-time and part-time regular supportive operating staff, administrative staff, and faculty employees are eligible for [Temporary Family Leave](#) needed to provide child care due to school closure or child care closures related to COVID-19.