

New College

THE HONORS COLLEGE of Florida



Employee Guide

Return to Workplace



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GUIDING PRINCIPLES

New College of Florida college’s policies and protocols for responding to the COVID-19 pandemic will be rooted in safety for our staff, safety for our faculty and students and for the public we interact with.

The primary goals for New College of Florida’s response to the COVID-19 pandemic are to protect public health, support the community, and continue the institution’s vital mission of education and research.

New College’s plans will be aligned and consistent with local orders and ordinances of the City of Sarasota and Sarasota County, as well as the State of Florida’s Phased Reopening Model.



NCF’s plans will also follow recommendations from the federal government (Opening Guidelines), Centers for Disease Control and Prevention, Department of Health, and New College Counseling and Wellness Center Advising Team.

Our knowledge and understanding of the COVID-19 virus continues to evolve, and our policies and plans will be updated as appropriate as more information becomes available.

RETURN TO THE WORKPLACE

Workplace Expectations & Guidelines:

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

Symptom Monitoring Requirement:

Staff who have been instructed to return to the workplace must conduct symptom monitoring every day before reporting to work. You must be free of ANY symptoms potentially related to COVID-19.

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 GI symptoms
- New loss of taste or smell



If you have any symptoms, you must contact your primary care provider. You should also wear a facemask to avoid possible virus transmission to others. You should self-isolate until cleared by your doctor to return to work.

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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)
- 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

Staff members whose health condition falls within one of the CDC High Risk Categories or is pregnant may seek a Temporary COVID-19 Reasonable Accommodation process by contacting benefits@ncf.edu or call Human Resources at 941-487-5020.

Phased Staffing:

NCF will phase in a return of staff over time in a coordinated process to ensure appropriate social distancing, availability of PPE (personal protective equipment) and testing capabilities for COVID-19.

NCF will assess expanded staffing based on mission-critical operations, ability to control and manage specific work environments, and necessity to access on-site resources. These decisions, once approved, will be communicated through your respective director, dean, vice president or vice provost.

The need to reduce the number of people on campus (density) to meet social distancing requirements will continue for some time. Support units that can continue to effectively work remotely will likely continue to do so until restrictions are eased for larger gatherings.

Expanded staffing will be tightly controlled and coordinated to mitigate potential risks and ensure the safety of faculty and staff, as well as the communities we serve. No unit or department should increase staffing levels beyond current needs to support critical on-site operations without approval from your respective dean, vice president or vice provost. Once decisions to expand on-site staffing in certain areas have been made, staff should follow the policies and protocols detailed in this guide for returning to work on campus.

As staffing on-site increases and operations expand, officials will closely monitor and assess the potential spread of the virus, as well as existing policies and procedures to mitigate it. Testing will be a critical part of assessing the impact of increased staffing. If localized outbreaks emerge, tighter restrictions and reduced staffing may need to be implemented again.

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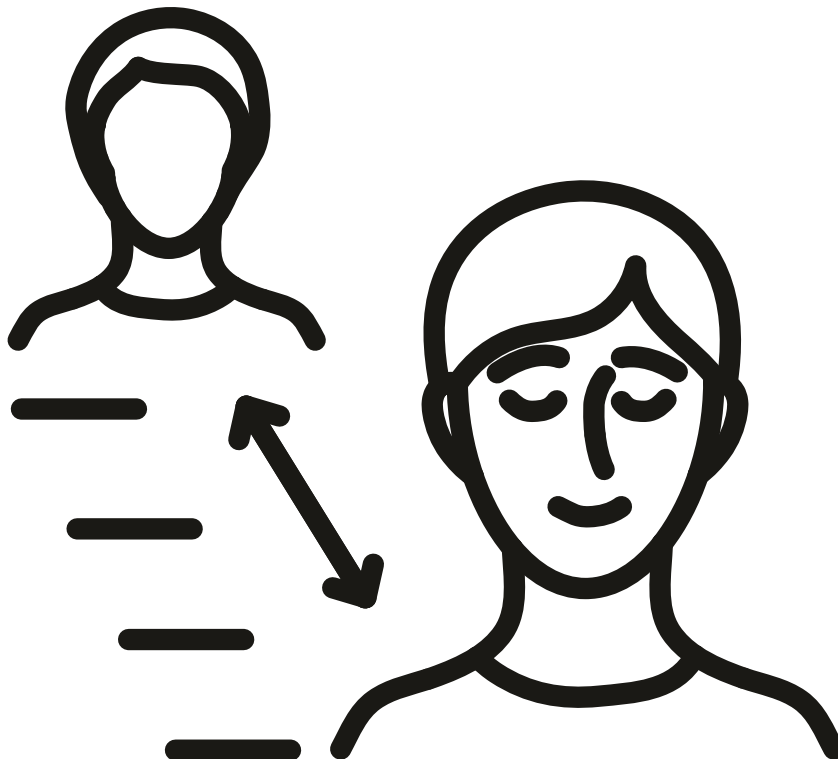
Staffing Options:

Once staff members who have been instructed to return- to -work on-site, there are several options departments should consider to maintain required social distancing measures and reduce population density within buildings and workspaces.

Remote Work: Those who can work remotely to fulfill some or all of their work responsibilities may continue to do so to reduce the number of individuals on campus and the potential spread of the COVID-19 virus. These arrangements, which should be approved by the immediate supervisor, can be done in on a full or partial day/week schedule as appropriate.

Alternating Days: In order to limit the number of individuals and interactions among those on campus, departments should schedule partial staffing on alternating days. Such schedules will help enable social distancing, especially in areas with large common workspaces.

Staggered Reporting/Departing: The beginning and end of the workday typically bring many people together at common entry/exit points of buildings. Staggering reporting and departure times by at least 30 minutes will reduce traffic in common areas to meet social distancing requirements.







HEALTH & SAFETY GUIDANCE

Personal Safety Practices

Face masks/Cloth Face Coverings: Face masks or face coverings must be worn by all staff working on campus when in the presence of others and in public settings where other social distancing measures are difficult to maintain (e.g., common work spaces, meeting rooms, classrooms, etc.). Appropriate use of facemasks or coverings is critical in minimizing risks to others near you. You could spread COVID-19 to others even if you do not feel sick. The mask or cloth face covering is not a substitute for social distancing.

Disposable masks will be provided by NCF, if needed. Disposable masks may only be worn for one day and then must be placed in the trash.

You may also wear a cloth face covering, which will help NCF reduce the need to purchase additional masks, which are in short supply. Cloth face coverings must only be worn for one day at a time, and must be properly laundered before use again. Having a week supply of cloth face coverings can help reduce the need for daily laundering. See details regarding mask use and care below.

	Type and Intended Use of Face Coverings/Masks			
Type	Cloth Face Covering 	Disposable Mask 	Medical-Grade Surgical Mask 	N95 Respirator 
Description	Home-made or commercially manufactured face coverings that are washable and help contain wearer's respiratory emissions	Commercially manufactured masks that help contain wearer's respiratory emissions	FDA-approved masks to protect the wearer from large droplets and splashes; helps contain wearer's respiratory emissions	Provide effective respiratory protection from airborne particles and aerosols; helps contain wearer's respiratory emissions
Intended use	Required for campus community use in non-healthcare settings (office spaces, general research/work settings, shops, community areas where 6' social distancing cannot be consistently maintained. Must be replaced daily. (While likely necessary for ingress and egress, not required when working alone in an office).		These masks are reserved for healthcare workers and other approved areas with task-specific hazards determined by OESO.	

Use and care of face coverings:

For details regarding cloth face coverings, including how to create, wear and care for home-made face coverings, visit the [CDC website](#).

Putting on the face covering/disposable mask:

- Wash hands or use hand sanitizer prior to handling the face covering/disposable mask.
- Ensure the face-covering/disposable mask fits over the nose and under the chin.
- Situate the face-covering/disposable mask properly with nose wire snug against the nose (where applicable).
- Tie straps behind the head and neck or loop around the ears.
- Throughout the process: Avoid touching the front of the face covering/disposable mask.



Taking off the face covering/disposable mask:

- Do not touch your eyes, nose, or mouth when removing the face covering/disposable mask.
- When taking off the face covering/disposable mask, loop your finger into the strap and pull the strap away from the ear, or untie the straps.
- Wash hands immediately after removing.

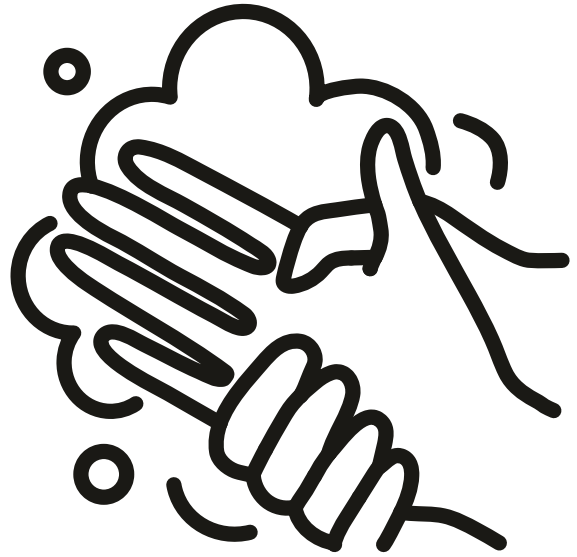
Care, storage and laundering:

- Keep face coverings/disposable mask stored in a paper bag when not in use.
- Cloth face coverings may not be used more than one day at a time and must be washed after use. Cloth face coverings should be properly laundered with regular clothing detergent before first use, and after each shift. Cloth face coverings should be replaced immediately if soiled, damaged (e.g. ripped, punctured) or visibly contaminated.
- Disposable masks must not be used for more than one day and should be placed in the trash after your shift or if it is soiled, damaged (e.g., stretched ear loops, torn or punctured material) or visibly contaminated.

Social 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 its 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. Social distancing is important for everyone, especially to help protect people who are at higher risk of getting very sick. Staff at work on-site must follow these social distancing practices:

- Stay at least 6 feet (about 2 arms' length) from other people at all times
- Do not gather in groups of 10 or more
- 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% 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.



Gloves: Healthcare workers and others in high-risk areas should use gloves as part of PPE (Personal Protective Equipment), but according to the CDC, gloves are not necessary for general use and do not replace good hand hygiene. Washing your hands often is considered the best practice for common everyday tasks.

Goggles/Face Shields: Staff do not need to wear goggles or face shields as part of general activity on campus. Good hand hygiene and avoiding touching your face are generally sufficient for non-healthcare environments.

Cleaning/Disinfection: Housekeeping teams will clean office and work spaces based on CDC guidelines for disinfection and Occupational and Environmental Safety Office (OESO) protocols. Facilities Management will also maintain hand-sanitizer stations at major building entrances, elevator stops and high-traffic areas. Mechanical, electrical, plumbing and monitoring systems will be assessed and readied prior to reopening of buildings.



Building occupants should also wipe down commonly used surfaces before and after use with products that meet the EPA's criteria for use against COVID-19 and are appropriate for the surface. This includes any shared-space location or equipment (e.g. copiers, printers, computers, A/V and other electrical equipment, coffee makers, desks and tables, light switches, doorknobs, etc.).

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. Then 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 alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol as the preferred form of hand hygiene in healthcare settings.

Guidance for Specific Workplace Scenarios

Public Transportation: If you must take public transportation, wear a mask before entering the bus and avoid touching surfaces with your hands. Upon disembarking, wash your hands or use alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol as the preferred form of hand hygiene in healthcare settings as soon as possible and before removing your mask.

Working in Office Environments: If you work in an open environment, 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 should wear a facemask or face covering at all times while in a shared work space/room.

Departments should assess open work environments and meeting rooms to institute measures to physically separate and increase distance between employees, other coworkers, and customers, such as:

- Place visual cues such as floor decals, colored tape, or signs to indicate to customers where they should stand while waiting in line.
- Place one-way directional signage for large open workspaces with multiple throughways to increase distance between employees moving through the space.
- Consider designating specific stairways for up or down traffic if building 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 consistently maintained. If more than one person is in a room, masks/face coverings should be worn at all times. A mask or face covering is not required if you are working alone in a confined office space (does not include partitioned work areas in a large open environment).



Masks/face coverings should be worn by any staff in a reception/receiving area. Masks/face coverings should be used when inside any NCF facility where others are present, including walking in narrow hallways where others travel and in break rooms, conference rooms and other meeting locations.

Using Restrooms: Use of restrooms should be limited based on size to ensure at least 6 feet distance between individuals. Wash your hands thoroughly afterward to reduce the potential transmission of the virus.

Using Elevators: Use of elevators should be limited where possible to avoid close proximity with others in a confined space. Those using elevators are required to wear a disposable facemask or face covering regardless of traveling alone or with others. You should also avoid touching the elevator buttons with your exposed hand/fingers, if possible. Wash your hands or use alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol as the preferred form of hand hygiene in healthcare settings upon departing the elevator.

Meetings: Convening in groups increases the risk of viral transmission. Where feasible, meetings should be held in whole or part using the extensive range of available collaboration tools (e.g. Zoom, WebEx, Microsoft Teams, telephone, etc.).

In person meetings are limited to the restrictions of local, state and federal orders and should not exceed 50 percent of a room capacity, assuming individuals can still maintain 6 feet of separation for social distancing requirements. Departments should remove or rearrange chairs and tables or add visual cue marks in meeting rooms to support social distancing practices between attendees. All attendees should wear a mask or face covering while sharing space in a common room.

During your time on-site, you are encouraged to communicate with your colleagues and supervisors as needed by email, instant message, telephone or other available technology rather than face-to-face. You can also use a range of available collaboration tools (e.g. Zoom, WebEx, Microsoft Teams, Jabber, etc.).

Meals: Before and after eating, you should wash your hands thoroughly to reduce the potential transmission of the virus.

If dining on campus, you should wear your mask or face covering until you are ready to eat and then replace it afterward. Eating establishments must meet requirements to allow at least 6 feet of distance between each customer, including lines and seating arrangements. 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 (break room, office, etc.), maintain 6 feet distance between you and others. 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 employee break rooms to support social distancing practices between employees. Wipe all surfaces, including table, refrigerator handle, coffee machine, etc. after using in common areas.

Laboratory Work: Specific criteria have been developed for faculty and staff working in laboratory environments. (See department head).

Mental and Emotional Wellbeing

ESPYP Employee Assistance Program: ESPYR offers professional private help for you and your family members. Assessment, counseling, and referral services for a wide range of issues. Services are available 7days/ 24 hours.

Website: www.espyr.com (password: newcollege)

Phone: 800-869-0276