COVID-19
RE-ENTRY PLAN FOR EMPLOYEES

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In order to promote a safe working environment for employees during the COVID-19 pandemic, College of The Albemarle has created COVID-19 Re-Entry standards. The Plan is aligned with the Executive Orders of the Governor of North Carolina and follows federal health and safety guidelines in conjunction with guidance from state and local governments. College of The Albemarle is focused on the safety of our students, employees and visitors as we slowly move into the different phases which gradually ease restrictions. The data and metrics provided at the state level will guide the specific dates the college will enter into each phase.

Strict entry protocols, new policies and procedures have been established based on recommendations and guidance from the Center for Disease Control and the NC Department of Health and Human Services. Unless approval is granted by the president or his designee, gatherings will be limited to no more than 10 people with social distancing practiced along with the use of staggered scheduling. Executive Order No. 141 issued by Governor Cooper on May 20, 2020 “The prohibition on Mass Gatherings does not apply to educational institutions or government operations.” The complete text of Executive Order No. 141 can be found HERE.

Our knowledge and understanding of the COVID-19 virus continues to evolve, and our policies and plans will be updated when appropriate as more information becomes available. As updates to this document are made available to employees, acknowledgement of employee receipt and review of any new changes will be required electronically.
Return to the Workplace

Workplace Expectations & Guidelines

For your safety and for the safety of all, every employee is expected to fully comply with the college’s COVID-19-related policies, procedures, and protocols, as well as the guidelines outlined in this document. We respect the right of each individual to make their own choices regarding PPE when outside of work, however, employees are expected to follow the guidelines with regard to PPE usage when on campus and/or engaged in college activities. Failure to comply could result in disciplinary action or other corrective action. The goal is the safety of all.

Students, visitors, contractors, and others will also be required to follow all institutional and local health protocols while on site to protect the safety of the entire community.

Prior to Returning to Work

Due to the nature of COVID-19, it is inherently difficult to identify a specific set of symptoms that are associated with the virus. As such, it is imperative that every employee monitor their own health daily; You must be free of ANY symptoms potentially related to COVID-19 to be eligible to report to work.

If employees identify any change in their own health, they should use the Check My Symptoms link provided by the North Carolina Department of Health and Human Services.

- **Symptoms to be aware of:** People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:
  - Cough
  - Shortness of breath or difficulty breathing
  - Fever or Chills
  - Muscle or body aches
  - New loss of taste or smell
  - Diarrhea
  - Headache
  - Sore throat
  - Fatigue
  - Congestion or runny nose
  - Nausea or vomiting

This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19.
<table>
<thead>
<tr>
<th>If you...</th>
<th>Steps to take...</th>
</tr>
</thead>
<tbody>
<tr>
<td>If you live in a community where COVID-19 is or might be spreading (currently, that is virtually everywhere in the United States)</td>
<td>Watch Your Health.</td>
</tr>
<tr>
<td></td>
<td>Be alert for symptoms. Watch for fever, cough, shortness of breath, or other symptoms of COVID-19.</td>
</tr>
<tr>
<td></td>
<td>• Take your temperature if symptoms develop.</td>
</tr>
<tr>
<td></td>
<td>• Practice social distancing. Maintain 6 feet of distance from others, and stay out of crowded places.</td>
</tr>
<tr>
<td></td>
<td>• Follow CDC guidance if symptoms develop.</td>
</tr>
<tr>
<td>If you feel healthy but:</td>
<td>Stay Home and Monitor Your Health (Quarantine)</td>
</tr>
<tr>
<td></td>
<td>• Recently had close contact with a person with COVID-19</td>
</tr>
<tr>
<td></td>
<td>• Stay home until 14 days after your last exposure.</td>
</tr>
<tr>
<td></td>
<td>• Check your temperature twice a day and watch for symptoms of COVID-19.</td>
</tr>
<tr>
<td></td>
<td>• If possible, stay away from people who are at higher-risk for getting very sick from COVID-19.</td>
</tr>
</tbody>
</table>
If you:

- Have been diagnosed with COVID-19, or
- Are waiting for test results, or
- Have cough, fever, or shortness of breath, or other symptoms of COVID-19

<table>
<thead>
<tr>
<th>Isolate Yourself from Others (Isolation)</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Stay home until it is safe to be around others.</td>
</tr>
<tr>
<td>- If you live with others, stay in a specific sick room or area and away from other people or animals, including pets. Use a separate bathroom, if available.</td>
</tr>
<tr>
<td>- Read important information about caring for yourself or someone else who is sick, including when it’s safe to end home isolation.</td>
</tr>
</tbody>
</table>

- Employees are required to follow COA’s protocol for reporting any absences related to your immediate supervisor. Supervisor will notify the HR Office, if necessary.
- All employees are responsible for being familiar with the CDC information on How to Protect Yourself and Others and practice the Three Ws: Wear, Wait, Wash as promoted by the North Carolina Department of Health and Human Services. These are general guidelines but employees need to be aware that the COA’s guidelines may go beyond the general guidelines.

If you leave home, know your Ws!

![Image of three icons: Wear a mask, Wait 6 feet apart, Wash hands]

@NCDHHS #StayStrongNC
If employees are feeling ill they should stay home. As a college, we will continue to be as flexible as possible during this challenging time. In no instance should an employee report to work if they are actively running a fever. Employees are encouraged to talk with a doctor before returning to campus. If you have symptoms, you must follow the Exposure and Case Reporting guidelines outlined below.

Specific Workplace Scenarios on Exposure and Case Reporting and Response

Listed below are steps that should be followed in a number of scenarios should an employee begin experiencing symptoms of COVID-19, believe they may have been exposed to COVID-19, or test positive for COVID-19. Information on the college’s response to a COVID-19 exposure and what happens when a positive diagnosis is confirmed in the workplace is also included in this document. Close Contact, as defined by the CDC, is anyone who was within 6 feet of an infected person for at least 15 minutes starting from 48 hours before the person began feeling sick until the time the patient was isolated.

Scenario 1: Employee experiencing flu-like symptoms while on campus with no known contact with a COVID-19 positive individual:

- If the employee is in the office and experiencing flu-like symptoms, the individual should be sent home immediately. The supervisor should then immediately contact the Director of Human Resources at the college to confirm an employee was in the office experiencing symptoms.
- The employee will be required to contact their healthcare provider for further guidance on their symptoms. The employee will self-monitor their symptoms while remaining at home.
- The employee will be required to communicate with their supervisor and the Director of Human Resources regarding guidance provided by their healthcare provider. If the employee’s healthcare provider suggests being tested for COVID-19, the employee is expected to do so.
- If the employee’s healthcare provider does not feel the employee should be tested for COVID-19, the employee will be required to remain at home until:
  - Determined fever-free without the use of fever-reducing medicines and have felt well for at least 24 hours.
- If the employee is tested for COVID-19, they will remain at home and notify the Director of Human Resources of their test results when received. The Director of Human Resources will communicate with the employee their options for using leave and/or teleworking while remaining at home.
- If a positive test result is received, the employee will remain at home until:
  - At least 10 days have passed since symptoms first appeared and
  - Improvement in respiratory symptoms (e.g., cough, shortness of breath) and
  - At least 24 hours have passed since recovery (defined as resolution of fever without the use of fever-reducing medications).
The employee will also be asked by the Director of Human Resources to determine all co-workers with whom the employee may have come into close contact during the 14-day period prior to the positive test (the "incubation" period). The employee will be asked to identify all areas within the workplace where the individual was physically present during the incubation period. This will aid in the contact tracing process of notifying those who were in close contact with the individual.

If a negative test result is received, the employee will remain at home until:

- Resolution of fever (24 hours without the use of fever-reducing medications) and
- Improvement in respiratory symptoms (e.g., cough, shortness of breath).

_College of The Albemarle reserves the right to request a copy of the employee’s test results before returning back to work on campus._

**Scenario 2: Employee begins experiencing flu-like symptoms while off campus with no known contact with a COVID-19 positive individual:**

- If an employee begins experiencing flu-like symptoms over the course of a weekend, who has been primarily teleworking and only on campus at 25% capacity, then the individual should contact their supervisor and remain off campus.
- The supervisor and employee will communicate about the last date they were in their office on campus. The supervisor should then immediately contact the Director of Human Resources at the college to confirm an employee has been experiencing flu-like symptoms.
- The employee will be required to contact their healthcare provider for further guidance on their symptoms. The employee will self-monitor their symptoms while remaining at home.
- The employee will be required to communicate with their supervisor and the Director of Human Resources regarding guidance provided by their healthcare provider. If the employee’s healthcare provider suggests being tested for COVID-19, the employee is expected to do so. If the employee’s healthcare provider suggests self-monitoring their symptoms at home, then the employee is expected to do so.
- If the employee is tested for COVID-19, they will remain at home and notify the Director of Human Resources of their test results when received. The Director of Human Resources will communicate with the employee their options for using leave and/or teleworking while remaining at home.
- If a **positive test result** is received, the employee will remain at home until:
  - At least 10 days have passed since symptoms first appeared and
  - Improvement in respiratory symptoms (e.g., cough, shortness of breath); and
  - At least 24 hours have passed since recovery (defined as resolution of fever without the use of fever-reducing medications).
- The employee will also be asked by the Director of Human Resources to determine all co-workers with whom the employee may have come into meaningful contact during the 14-day period prior to the positive test (the "incubation" period). The employee will be asked to identify all areas within the workplace where the individual was physically present during the incubation period. This will aid in the contact tracing process of notifying those who were in close contact with the individual.
- If a negative test result is received, the employee will remain at home until:
  - Resolution of fever (24 hours without the use of fever-reducing medications) and
  - Improvement in respiratory symptoms (e.g., cough, shortness of breath).
• If an employee does not require testing for COVID-19, based on their healthcare provider’s recommendations, then the employee may return to campus only after having no fever without the use of fever-reducing medicines and have felt well for at least 24 hours.

Scenario 3: Employee has been in close contact with a COVID-19 positive individual (whether symptomatic or asymptomatic):

• If an employee has been in close contact with a COVID-19 positive individual, then the employee will be asked to stay home for 14 days after exposure, based on the time it takes to develop illness, whether they are experiencing symptoms or not. Close contact is defined as:
  o Household member of a symptomatic person with COVID-19
  o Intimate partner of a symptomatic person with COVID-19
  o Providing care in a household without using recommended infection control precautions to a symptomatic person with COVID-19
  o Being in proximity to a COVID-19 positive individual for a period of time longer than 15 minutes, less than 6 feet away, and without using recommended infection control precautions/face coverings.

• The supervisor and employee will communicate about the last date they were in their office on campus. The supervisor should then immediately contact the Director of Human Resources at the college to confirm an employee has been in close contact with a COVID-19 positive individual.

• The employee will be required to contact their healthcare provider for further guidance on quarantining at home.

• The employee will be required to communicate with their supervisor and the Director of Human Resources regarding guidance provided by their healthcare provider. If the employee’s healthcare provider suggests being tested for COVID-19, the employee is expected to do so, if not the employee will continue to stay home for the full 14 days.

• If the employee is tested for COVID-19, they will remain at home and notify the Director of Human Resources of their test results when received. The Director of Human Resources will communicate with the employee their options for using leave and/or teleworking while remaining at home.

• If a positive test result is received, the employee will remain at home until:
  o At least 10 days have passed since symptoms first appeared and
  o Improvement in respiratory symptoms (e.g., cough, shortness of breath) and
  o At least 24 hours have passed since recovery (defined as resolution of fever without the use of fever-reducing medications).

  ❖ If an employee continues to be asymptomatic, they should follow the recommendations provided by their healthcare provider before being allowed to return to campus.

• The employee will also be asked by the Director of Human Resources to determine all co-workers with whom the employee may have come into close contact during the 14-day period prior to the positive test (the "incubation" period). The employee will be asked to identify all areas within the workplace where the individual was physically present during the incubation period. This will aid in the contact tracing process of notifying those who were in close contact with the individual.
• If a negative test result is received, the employee will remain at home until:
  o Resolution of fever (24 hours without the use of fever-reducing medications) and
  o Improvement in respiratory symptoms (e.g., cough, shortness of breath).

*College of The Albemarle reserves the right to request a copy of the employee’s test results before returning back to work on campus.*

**Scenario 4: Employee has NO symptoms, but tests positive for COVID-19:**

• If an employee experiences no symptoms, but tests positive for COVID-19, the individual will be required to stay home until 10 days have passed since the date of their first positive COVID-19 test (assuming they have not subsequently developed symptoms since their positive test). NOTE: If the employee develops symptoms, then the criteria under Scenario 1 should be followed.

• The supervisor and employee will communicate about the last date they were in their office on campus. The employee will contact the Director of Human Resources at the college to confirm their positive test and will share any guidance provided by their healthcare provider.

• The employee will also be asked by the Director of Human Resources to determine all co-workers with whom the employee may have come into close contact during the 14-day period prior to the positive test (the “incubation” period). The employee will be asked to identify all areas within the workplace where the individual was physically present during the incubation period. This will aid in the contact tracing process of notifying those who were in close contact with the individual.

• The Director of Human Resources will communicate with the employee regarding any options for using leave and/or teleworking while remaining at home.

• If a positive test result is received, the employee will remain at home until:
  o At least 10 days have passed since symptoms first appeared and
  o Improvement in respiratory symptoms (e.g., cough, shortness of breath) and
  o At least 24 hours have passed since recovery (defined as resolution of fever without the use of fever-reducing medications).

*College of The Albemarle reserves the right to request a copy of the employee’s test results before returning back to work on campus.*

**Who Should Get Tested?**

• Anyone with symptoms suggestive of COVID-19.
• Close contacts of known positive cases, regardless of symptoms.
• Groups of some of the populations with higher risk of exposure or a higher risk of severe disease if they become infected. People in these groups should get tested if they believe they may have been exposed to COVID-19, whether or not they have symptoms.
  o People who live in or have regular contact with high-risk settings (e.g., long-term care facility, homeless shelter, correctional facility, migrant farmworker camp).
  o People from historically marginalized populations who have been disproportionately impacted by COVID-19. This [fact sheet](#) provides best practices for community testing in historically marginalized populations.
  o Frontline and essential workers (grocery store clerks, gas station attendants, child care workers, construction sites, processing plants, etc.).
  o Health care workers or first responders.
  o People who are at higher risk of severe illness.
• People who have attended protests, rallies, or other mass gatherings could have been exposed to someone with COVID-19 or could have exposed others.
When a positive case of COVID-19 has been reported to Human Resources, the following will occur:

- The Human Resources office will maintain the privacy of any health information gathered related to an employee’s medical condition or their symptoms, and any such documentation will be kept in a private health folder with limited access by only HR staff.
- The employee will be advised that his/her self-disclosure is appreciated, that he/she will not be discriminated or retaliated against because of the diagnosis and that, while information about the diagnosis may be shared with others, the employee will not be identified by name. The employee will be directed to the Self Diagnosis Disclosure Authorization form.
- The employee’s supervisor will be reminded to maintain the confidentiality of any such report so as to avoid any potential violation of the Americans with Disabilities Act (ADA) or the Health Insurance Portability and Accountability Act (HIPAA).
- When the employee and Director of Human Resources have identified the areas within the workplace that the employee had frequented during the incubation period, as well as co-workers they may have been in close contact with during the incubation period, Human Resources will ensure:
  - Areas within the workplace that the infected employee frequented will be closed off (24 hours) and disinfected in accordance with CDC guidelines.
  - Each co-worker that has been identified as a close contact by the infected employee will be asked to do the following:
    - Remain at home for at least 14 days. Employees may use leave or telework, if possible
    - Will be asked to contact their healthcare provider to notify them of the close contact with the infected individual, (whether they are currently displaying symptoms or not).
    - To work remotely, if possible.
    - Will be reminded that discrimination or retaliation against individuals that are suspected to have tested positive for, or been exposed to, COVID-19 (or any other illness) is strictly prohibited.
  - HR will address the affected employee and any potential affected co-workers leave options, wage and hour issues, if they are unable to work remotely.
  - President will issue a general notice to all employees that an employee has tested positive for COVID-19 after all affected and exposed employees have left the campus.
  - Employee will not be permitted to return to work until he/she has been free of symptoms for 24 hours (without the use of fever-reducing medication) and 10 days have passed since a positive test result or cleared by a physician.

*College of The Albemarle reserves the right to request a negative test result or statement of clearance from the employee’s healthcare provider before returning to work.*
What will happen if we have a confirmed positive for COVID-19 on campus or identify someone who was on campus?

- Administrators will work closely with local health officials to determine if a short-term closure (for 2-5 days) of all campus buildings and facilities is needed. Depending on the situation, we may only need to close buildings and facilities that had been entered by the individual(s) with COVID-19. This initial short-term class suspension and event and activity cancellation allows time for the local health officials to gain a better understanding of the COVID-19 situation and for custodial staff to clean and disinfect the affected facilities. It also allows the local health officials and administrators to determine appropriate next steps, including whether an extended duration is needed to stop or slow further spread of COVID-19.

Reference:

Information from the CDC:

*Ongoing trainings on COVID-19 response will be made available to employees.
Employees are to refer to the guidance outlined in this chart when reporting a positive or potential COVID-19 case for themselves. The College will respond with proper notification to the designated individual in the necessary departments listed.

Further reporting will be captured in the College's incident reporting module: MAXIENT. Please visit this page for additional information on reporting.
New Practices & Protocols on Campus

You will notice various changes in the way our workplaces look as well as new practices and protocols. As each of us adjusts to these changes, please know we are here to support you. Our goal is to collaboratively ensure you feel safe and secure so together we can navigate the complexities as we phase back to provide targeted on-campus operations.

- Single entry/exit point per building.
- Staggered shifts so fewer people are on-site at one time.
- Access to our new employee assistance program (EAP).
- Prominent signage concerning entry requirements, good hygiene, social distancing, pandemic symptoms, etc., will be posted throughout the buildings. Please adhere to the guidance on the signage and posters.
- Communication to all employees will occur on a regular basis and through a variety of platforms concerning the following: status of the pandemic available local, state, and national resources, campus access procedures, leave policy adjustments and any other information deemed important to help employees navigate the current uncertain environment.
- Cleaning staff will disinfect the common areas on campus daily, focusing especially on doorknobs, light switches, and other frequently high-touched surfaces.
- Disposal or cloth face masks/face coverings will be made available to all employees who do not personally own one. Employees can pick up a mask from Security or stop by the front window in Human Resources. At minimum, a facial covering should be cloth/fabric and cover the nose, mouth and chin. Facial coverings can also be made with a bandanna. Cloth face masks will need to be laundered daily. The mask or face covering is not a substitute for social distancing. Both are critical to ensure a safe environment.

Accommodating Eligible Employees Under the Families First Coronavirus Response Act (FFCRA)

- Contact the HR Office if you want to discuss the FFCRA to determine eligibility.
- Talk to your supervisor and the HR Director if you have concerns specific to your circumstances, such as a health condition that places you or someone in your household at high risk.
- Employees not eligible for FFCRA will be able to utilize accrued paid time-off hours and/or other paid leave such as sick, vacation and bonus.
- The college will maintain the existing flexibility regarding sick and vacation leave policies while the threat of COVID-19 still exists.

**Employee Rights**

**PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT**

- In general, employees covered under the Act must provide employees:
  1. 7 days of paid sick leave and family medical leave for quarantine/self-isolation
  2. 10 or more weeks of paid family and medical leave for serious health conditions (COVID-19 related)
- Employees are eligible for leave if they have been employed for at least 30 days prior to the request or for up to 10 days if self-isolation is due to COVID-19 related reasons.

**Qualifying Reasons for Leave Related to COVID-19**

- The employee or an immediate family member is infected with COVID-19.
- The employee is providing care for an immediate family member who is infected with COVID-19.
- The employee is providing care for an immediate family member who is isolated or quarantined as a result of COVID-19.
- The employee is experiencing a substantially similar condition.

**Enforcement**

The U.S. Department of Labor’s Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discipline, discharge, or otherwise discriminate against any employee who files a complaint or files a charge with the WHD or who participates in any investigation or proceeding conducted by the WHD.

**For Assistance**

1-866-444-6647
TDD: 1-877-889-5825

WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

For additional information or to file a complaint.

www.dol.gov

For information on serious health conditions as defined under the FFCRA, please visit the U.S. Department of Health and Human Services.

COLEGE OF THE ALBEMARLE

GUIDE FOR RETURNING TO THE WORKPLACE

12
Required Preventive Strategies for Personal Safety Practices

Face Coverings (Executive Order #147)
All North Carolinians are required to wear a face covering in public places when indoors or outdoors where physical distancing of 6 feet from other people who are not members of the same household or residence is not possible as part of the state-wide mandate on face masks.

- Employees are expected to comply with the Governor’s statewide mask requirements, effective 6-25-2020, beginning at 5:00pm.
- Employees are required to wear face coverings while on any COA campus unless you are alone in a private room or office. If another person enters your private room or office, you must wear a face covering.
- If employees are unable to wear a face covering they may contact HR and request an ADA accommodation to initiate the interactive accommodation process.

See details regarding mask use and care below.

Type and Intended Use of Face Coverings Masks

<table>
<thead>
<tr>
<th>Cloth Face Covering</th>
<th>Disposable Mask</th>
<th>Medical-Grade Surgical Mask</th>
<th>N95 Respirator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home-made or commercially manufactured face coverings that are washable and help contain wearer’s respiratory emissions. <strong>Intended Use:</strong> 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 washed daily. (While likely necessary for ingress and egress, and public spaces, not required when working alone in an office).</td>
<td>Commercially manufactured masks that help contain wearer's respiratory emissions. <strong>Intended Use:</strong> 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, and public spaces, not required when working alone in an office).</td>
<td>FDA-approved masks to protect the wearer from large droplets and splashes helps contain wearer’s respiratory emissions. <strong>Intended Use:</strong> These masks are reserved for healthcare workers and other approved areas with task-specific hazards.</td>
<td>Provide effective respiratory protection from airborne particles and aerosols helps contain wearer’s respiratory emissions. <strong>Intended Use:</strong> These masks are reserved for healthcare workers and other approved areas with task-specific hazards.</td>
</tr>
</tbody>
</table>
Preventative Strategies continued:

- Wait at least six feet apart when standing in line.
- Wash your hands frequently, and for at least 20 seconds with soap and water.
- Employees should disinfect their personal workstations at the start and end of the workday.
  - All shared equipment and collaboration tools and technology (touchpads, conference phones, laptop plug-ins, etc.) and similar equipment should be cleaned by employees after each use.
  - Please adhere to the best practices guide for cleaning electronics.
  - Submit a ticket request to Campus Facility for needed cleaning supplies.
- Please stay home or go home if you are sick and notify your supervisor and HR.
- Cover your nose and mouth when sneezing or coughing.
- Replace handshakes with head nods and waves.
- Avoid using other employees’ phones, desk, offices or other work tools and equipment, when possible.
- During the pandemic, because social distancing cannot be observed in a private vehicle, if 2 or more employees are attending a meeting off campus at the same location, they must drive separately. Refer to the [CDC guidance on protective measures while sharing personal vehicles](https://www.cdc.gov/coronavirus/2019-ncov/worksafe/social-distancing-work.html) if applicable.
- Call, email, message, or video conference as much as possible rather than meet face-to-face.
- Be conscious and understanding of your co-workers who may be dealing with child care issues, illness or loss of loved ones, and other concerns.
- Be kind. Understand that this is a stressful time for everyone, and an extra bit of kindness right now can go a long way.
- Follow all COA’s policies, new protocols and practices.

Social Distancing

- Social distancing is important for everyone, especially to help protect people who are at higher risk of getting sick. Keeping space between you and others is one of the best tools we have in preventing the spread of COVID-19. Since people can spread the virus before they know they are sick, it is important to distance from others even if you are not displaying any symptoms.

  Social Distancing practices must be maintained at all times while on Campus. To practice social or physical distancing:
  - Stay at least 6 feet (about 2 arms’ length) from other people.
  - Do not gather in groups larger than 10 people.
  - Stay out of crowded places and avoid mass gatherings.
  - Only one person on the elevator at a time, unless needed for assistance.
  - Employees should be aware of posted occupancy limits outside of each common area, including restrooms.
  - Access to some common areas such as lounges and vending machines could be limited for a while.

Mental & Emotional Well-being

New Employee Assistance Program Services

The College has recently contracted with the McLaughlin Group to provide EAP services for all full-time employees. Should you need assistance from professional counselors with personal or work-related challenges, the Employee Assistance Program (EAP) is just a phone call away.
EAP is COA’s sponsored benefit that offers employees support and resources to address personal or work-related challenges and concerns.

EAP can help employees who have never needed support deal with the uncertainty of increased anxiety and isolation this pandemic has brought. EAP can help employees maintain perspective.

EAP can assist our employees with managing stress while dealing with home schooling and caring for sick and elderly parents or other family members.

It’s confidential and free to you and your household family members. Employees are encouraged to use the short-term services of EAP as a check-in with a trained listener who can help to provide you with an ear to be able to feel reconnected and understand the normal and natural reactions that you may be experiencing.

EAP can help those employees who are experiencing strong reactions to the pandemic or who already have symptoms of depression or anxiety. EAP counselors can provide methods for coping and referrals when needed to longer term counselors or psychiatrists who are covered by our health insurance. Employees will be able to obtain longer term counseling, if required.

EAP resources are also available at www.mygroup.com then click on My portal Login 24/7/365 or by calling 800-633-3353.

Examples of concerns that the EAP addresses include:

- Family and relationship issues
- Depression and anxiety
- Resilience and coping skills
- Stress
- Work-related issues
- Alcohol or drug use
- Legal and financial planning/issues

Employees may access login information through the shared drive.

Employees should contact the HR Office if you are experiencing problems accessing the new EAP Services.

College of The Albemarle CARES

We are committed to supporting your overall health and well-being. Our College of The Albemarle PLT members are here to assist you. Please direct your requests and questions to coa_hr@albemarle.edu.
Timetable for Re-Entry and Phased Staffing
(A controlled, phased approach)

College of The Albemarle will phase in a return of employees over time in a coordinated process to ensure appropriate social distancing, availability of necessary protective equipment and supplies for COVID-19.

The need to reduce the number of people on campus (density) to meet social distancing requirements will continue for some time.

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.

Governor Cooper announced on September 1st, 2020 that North Carolina will enter into phase 2.5 of its reopening on September 4th, 2020. This phase continues through October 2nd, 2020. COA will continue to align it’s re-entry plan with the Governor’s plan with the option to incorporate slight modifications based on the science and data reported by local and state health officials.

<table>
<thead>
<tr>
<th>Governor’s Phases</th>
<th>Tentative Re-Entry Start Date For COA Employees</th>
<th>% of Employee Hours on Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phase 2 (Begins 5/26)</td>
<td>June 1 – September 3</td>
<td>25%</td>
</tr>
<tr>
<td>Phase 2.5 (Begins 9/4)</td>
<td>September 4 – October 4</td>
<td></td>
</tr>
<tr>
<td>Phase 3 (Begins 10/2)</td>
<td>October 5 – 18</td>
<td>50%</td>
</tr>
<tr>
<td>Phase 4* (COA)</td>
<td>October 19 – November 1</td>
<td>75%</td>
</tr>
<tr>
<td>Return to Regular Schedule</td>
<td>November 2 - 13</td>
<td>100%</td>
</tr>
</tbody>
</table>

Other information

- Supervisors will develop staggered schedules, including start and end times, to allow employees to work the designated percentage of time listed above on site. Employees who have extenuating circumstances which could impact their work schedule should work with their direct supervisor for resolutions.
- Supervisors should also try to keep the number of workers on campus to no more than the percentage allowed by the current phase tier, emphasizing staggered schedules and continue to encourage the majority of an employee’s time is spent teleworking, if the job duties support this option. This approach will reduce the number of people in the building at one time.
- *Phase 4 is determined by the COA with a target to be back to 100% on November 2nd, 2020.
- Instructors/professors need to review the Return to Campus for students guide for information specifically pertaining to special information on protocols for teaching /instruction based on the specific class/course.

As we receive additional guidance, employees will be kept informed as the college continues our phased re-entry plan.
What is the difference between self-monitoring, quarantine and isolation?

These are protective measures used to prevent the spread of COVID-19 among people who may have been exposed.

- **Self-monitoring** is for those that may have been exposed to a person with COVID-19. They should monitor themselves for symptoms (fever, cough and shortness of breath). People should monitor themselves for fever by taking their temperatures twice a day and remain alert for cough or difficulty breathing. If they develop symptoms during the self-monitoring period, they should self-isolate, limit contact with others, and seek medical advice by telephone.

- **Quarantine** is for people who were exposed to a person with a confirmed case of COVID-19 but are not experiencing symptoms. Contact your local health department or medical provider if you are unsure if you should self-quarantine.

- **Isolation** separates people who are sick from those who are well. People who have tested positive for COVID-19 in North Carolina are in isolation.

**Additional resources:**

https://ncdhhs-covid19-dtra.powerappsportals.us/

Find my Testing Location
https://covid19.ncdhhs.gov/about-covid-19/testing/find-my-testing-place

3 W's: Wear, Wait, Wash
https://covid19.ncdhhs.gov/materials-resources/know-your-ws-wear-wait-wash

CDC Guidelines for Prevention had COVID-19,

Albemarle Regional Health Services
http://www.arhs-nc.org/
Dare County Health and Human Services
https://www.darenc.com/departments/health-human-services

Employee Assistance Program
www.mygroup.com

**Reference Documents**

North Carolina Community College System COVID-19 Response
https://www.nccommunitycolleges.edu/covid-19-response

North Carolina Department of Health and Human Services – Check My Symptoms
https://www.nccommunitycolleges.edu/covid-19-response

North Carolina Department of Health and Human Services – Testing Information
https://covid19.ncdhhs.gov/about-covid-19/testing

North Carolina Department of Health and Human Services – Find My Testing Place
https://covid19.ncdhhs.gov/about-covid-19/testing/find-my-testing-place

University of North Carolina System – COVID-19 Return to On-Site Work Guidance: Faculty and Staff
https://www.ecsu.edu/vikingcompass/faculty-staffguidance.pdf

**Document Updates**

June 1, 2020
- first issued

June 9, 2020
- revised to include new document format

July 1, 2020
- revised to include specific workplace scenarios and expanded information for employees

July 29, 2020
- phased re-entry table updated to reflect Governor's pause in phase 2

August 6, 2020
- phased re-entry table updated to reflect Governor's extended pause in Phase 2
- time allocations for returning to work and isolation/quarantine revised to reflect updated CDC guidance
- reporting procedures guidance added

August 10, 2020
- revised workplace scenarios guidance in line with CDC recommendations
- links for CDC guidance on protective measures while ride sharing

September 1, 2020
- updated to align with the Governor's phase 2.5