Supervisor's Guide - Return to Work

Revised September 8, 2020

Table of Contents

Table of Contents

Preamble

A. Preamble

During Clayton State University's response to the coronavirus pandemic, we have worked hard to focus on the health and safety of our students, faculty and staff. As we prepare for reopening and the implementation of our Return-To-Work plan we thought it important to share the attached guidance so that each of you understand your responsibilities as we all play a critical role to protect the University from Covid-19. Several committees at the University worked to develop this plan which is based upon guidance from the Centers for Disease Control and Prevention, the Georgia Department of Public Health, the University System of Georgia and directives from the Governor's Office.

Please read this guidance prior to returning to campus.

Section I: Workplace and Health Safety Guidance

A. Preventative Practice – Employees must follow CDC guidelines
- Supervisors should encourage employees to wash their hands often with soap and water for at least 20 seconds especially after they have been in a public place, or after blowing their nose, coughing, or sneezing.
- If soap and water are not readily available, use of hand sanitizer which contains at least 60% alcohol should be encouraged. Employees should cover all surfaces of their hands and rub them together until they feel dry.
- Employees should avoid touching their eyes, nose, and mouth with unwashed hands.
- Encourage employees to cover sneezes and coughs per CDC guidelines and throw used tissues in the trash.
- Supervisors should ensure that trash receptacles are readily available for employees and visitors.

B. Preventative Practice – Wearing of Cloth Face Coverings/Masks
- Effective July 15, 2020, University System of Georgia (USG) institutions will require all faculty, staff, students, and visitors to wear an appropriate face covering while inside campus facilities/buildings where six feet social distancing may not always be possible. Face covering use will be in addition to and is not a substitute for social distancing.
- Face coverings are not required in one's own dorm room or suite, when alone in an enclosed office or study room, or in campus outdoor settings where social distancing requirements are met.
- Anyone not using a face covering when required will be asked to wear one or must leave the area. Repeated refusal to comply with the requirement may result in discipline through the applicable conduct code for faculty, staff or students.

- Reasonable accommodations may be made for those who are unable to wear a face covering for documented health reasons.
- CDC recommends wearing cloth face coverings/masks in public settings where other social distancing measures are difficult to maintain.
- Cloth face coverings may slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others.

C. Preventative Practice – Meeting Guidance
- Face to face meetings are discouraged.
- Supervisors and other employees are encouraged to use the telephone, online conferencing such as Microsoft Teams, e-mail or instant messaging to conduct business as much as possible, even when participants are in the same building.
- If a face to face meeting must be held, social distance of 6 feet should be maintained and masks are required.

D. Preventative Practice – Social Distancing
Supervisors should implement good social distancing control practices, including:
- Communicating and requiring that employees maintain a distance of at least 6 feet from all other persons to the greatest extent practicable and not congregate in groups except to the extent necessary to perform their job duties.
- Encourage employees to stay home if they are sick.
- Discourage employees from using other employees' phones, desks, offices, or other work tools and equipment, when possible.
- Maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment.
- Outside visitors will be required to follow social distancing guidelines and be screened.
- Contractor and vendors are expected to follow policies. Please share these with the contractor and vendors prior to their visit to campus.

E. Preventative Practice – Cleaning and Disinfecting
- Facilities has established a cleaning schedule for all departments on campus. Supervisors should familiarize themselves with the cleaning schedule for their department.
- Supervisors should implement an internal cleaning protocol for high touch areas in their department. High touch areas include copiers, doorknobs, microwaves, refrigerators, etc. EPA registered disinfectants should be used.
- Employees will need to clean their individual phones, keyboards, and other high touch items in their workspace.

Section II: Sick and Higher Risk Employee Guidance

A. Self-Monitoring
Employees and visitors will be asked to self-monitor.

Ask these questions and encourage employees and visitors to self-assess:
- Since your last day of work, or last visit here, have you had any of these symptoms?
- Cough
- Shortness of breath or difficulty breathing

Or at least two of these symptoms
- Fever
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

If the answer is YES to any of these questions, please see the guidance below and consult with Human Resources.

B. Sick Employee Guidance
- Supervisors should regularly remind employees reporting to work on campus that they are not permitted to report to work at that time if they are sick or have any of the illness symptoms noted above. Medical attention should be sought and the recommendation of the medical professional will be followed by the institution.
- Supervisors should request employees to leave the workplace and seek medical attention if they are exhibiting any symptoms of Covid-19. In the event an employee is experiencing symptoms, Clayton State now has the capability to administer a Covid-19 test to the employee, and the Director of Health Services will notify the employee and the employee's supervisor when normal work can be resumed based on the test results. As noted in the CDC FAQs, Covid-19 shares many of the symptoms of seasonal allergies, common cold, and the flu. Because some of the symptoms of Covid-19 and seasonal allergies, cold, and flu are similar, it may be difficult to tell the difference between them, and the CDC recommends getting a test to confirm a diagnosis.
- Supervisors also should remind employees that they must notify the supervisor *promptly* if the employee tests positive for COVID-19 or if the employee is exposed to a close contact who has tested positive for COVID-19.
- The supervisor's discussion about the employee's health symptoms should be limited to asking about the presence of only those COVID-related symptoms and should only be shared with the designated university officials in Human Resources and Health Services.
- **Please note that supervisors may not mandate that an employee not report to work because the employee disclosed, or the supervisor is aware of, a medical condition that is unrelated to COVID-19.** Supervisors shall not inquire about underlying medical conditions.
- Inquiries about reasonable accommodations should be directed to the ADA coordinator in Human Resources.

C. Notification of Sick Employees

Employees who test positive for Covid-19 or who receive a clinical diagnosis should report the positive test to their immediate supervisor as soon as possible. The supervisor will then:

- Notify the Director of Health Services and the Director of Human Resources of the infected employee.
- The Director of Health Services will initiate the institutional plan for contact tracing identification and any further notifications required by the GDPH.
- The Director of Human Resources will schedule facilities to disinfect the work area according to prescribed standards and will work with supervisors on applying the applicable benefit/payroll leaves for the affected employees.
- Supervisors are not to disclose the identity of a Covid-19 diagnosis/test with anyone other than the campus point persons.
- Contacts: Polly Parks, Director of Health Services and Rodney Byrd, Director of Human Resources.

D. Leave Options Matrix

The chart below describes the leave available to an employee based on different conditions or situations. All leave must be approved by an employee's immediate supervisor and is subject to stand institutional policies and processes.

Employee is out due to...	Work Schedule Options/Leave Options
• Employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19 • Employee has been advised by a healthcare provider to self-quarantine due to COVID-19 symptoms • Employee needs to obtain a medical diagnosis or receive care related to COVID-19 symptoms	• Telework (if available) • Families First - Emergency Paid Sick Leave • Accrued Leave • FMLA (standard unpaid option may be available for qualifying event)
• Employee is caring for an individual subject to an isolation or self-quarantine order as described above • Employee is experiencing any other substantially similar condition specified by the U.S. Department of Health and Human Services	• Telework (if available) • Flexible Schedule (if available) • Combination of Flexible Schedule & Telework (if available) • Families First - Emergency Paid Sick Leave • Accrued Leave
Employee is caring for a child whose school or place of care is closed (or childcare provider is unavailable) for reasons related to COVID-19	• Telework (if available) • Flexible Schedule (if available) • Combination of Flexible Schedule & Telework (if available) • Families First – Emergency Paid Sick Leave • Families First – Extended Family & Medical Leave • Accrued Leave
Voluntary Quarantine (no symptoms, willing/able to work)	• Telework (if available) • Flexible Schedule (if available) • Combination of Flexible Schedule & Telework (if available) • Accrued Leave

Employee is out due to...	Work Schedule Options/Leave Options
Reduced Operations (not enough work or no work available)	• Telework (if available) • Flexible Schedule (if available) • Combination of Flexible Schedule & Telework (if available) • Non-Closure Emergency Leave (not available for employees who can telework or work flex schedules, temporary employees, student employees or Rehired Retirees)
Reduced Operations (Federal Work Study)	• Telework (if available) • Flexible Schedule (if available) • Combination of Flexible Schedule & Telework (if available) • May continue to receive Financial Aid in accordance with Department of Education guidance when work is not available.
Employee's own personal illness or injury, unrelated to COVID-19 (employee needs leave due to unrelated illness or injury or was already on leave when new forms of leave were added)	• FMLA (standard unpaid option may be available for qualifying event) • Compensatory Time (if non-exempt and comp time exists) • Accrued Leave
Employee's own personal leave plans, unrelated to COVID-19 (employee is taking leave for an event unrelated to COVID-19; annual leave had already been planned and employee will continue with plans)	• FMLA (standard unpaid option may be available for qualifying event) • Compensatory Time (if non-exempt and comp time exists) • Accrued Leave

Telework

Teleworking is an accommodation option that is available. If an employee is in one of the Covid-19 related situations noted in the matrix above, teleworking is an acceptable accommodation. The employee's manager (as defined by the institution) is authorized to determine which employees under their supervision are in roles where telework is an option. A record should be maintained of which employees have been authorized for telework. The appropriate telework forms must be completed.

Flexible Schedule

Flexible schedules may be utilized to reduce the number of employees physically on campus to the minimal level required at any given time to sustain service, safety and compliance. Flexible schedules should span normal service or may also be extended to non-standard hours to support social distancing. Please keep a record of changes to employee schedules.

Families First Coronavirus Response Act (FFCRA) Emergency Paid Sick Leave

The FFCRA entitles any employee (as defined by the Fair Labor Standards Act) regardless of their length of service, to emergency paid sick leave if the employee, in connection with COVID-19, meets at least one of the specified criteria.

- Full-time employees may take up to 80 hours of paid leave.
- Affected part-time employees may take a pro-rated paid leave up to their regularly scheduled hours or full-time equivalent.
- This leave is effective April 1, 2020 through December 31, 2020.
- Covered employees are entitled to use this emergency paid sick leave before using any other accrued leave.
- Compensation associated with the leave provision are outlined below:

- o Compensation for those employees who must be quarantined or isolated and/or are experiencing COVID-19 symptoms is capped at $511 per day and an aggregate total of $5,110.
  - subject to a federal, state, or local quarantine or isolation order;
  - advised by a health care provider to self-quarantine;
  - experiencing symptoms and seeking a medical diagnosis.
- o Compensation for those who are caring for someone else will be at least two-thirds (2/3) of their regular pay rate but capped at $200 per day and an aggregate total of $2,000.
  - is caring for an individual subject to an order described in (1) or self-quarantined as described in (2);
  - is caring for his or her child whose school or place of care is closed (or childcare provider is unavailable) due to COVID-19 related reasons;
  - is experiencing any other substantially similar condition specified by the U.S. Department of Health and Human Services.

FFCRA Extended Family & Medical Leave Act

Certain FFCRA provisions also amend the Family and Medical Leave Act such that covered leave is now available to employees with at least thirty (30) days of service who are caring for a child under age 18 whose school or child care provider is closed or unavailable due to COVID-19.

Affected employees are entitled to take this leave as part of their standard 12-week FMLA allotment. It does not add an additional 12 weeks onto the already existing 12 weeks of FMLA.

The first two weeks of leave under this provision are unpaid – as is customary under the FMLA. The employee may take these two weeks of unpaid leave at the same time as the two weeks of emergency paid sick leave described above.

The remaining 10 weeks must be paid – unlike other FMLA leave. That pay rate is at least two-thirds (2/3) of their regular pay rate but capped at $200 per day and an aggregate total of $10,000.

The employer may require employees to give as much notice as is practicable when the need for leave is foreseeable.

E. Higher Risk Guidance

Clayton State will NOT proactively identify employees who are at a higher risk for severe illness due to Covid-19. Employees must initiate a request for alternate work arrangements.

Individuals who fall into one of the following GDPH and CDC categories for higher risk for severe illness with COVID-19 may request alternate work arrangements. Based on revisions made to the CDC guidance on June 25, 2020, the following apply to

People 65 years and older. Among adults, the risk for severe illness from COVID-19 increases with age, with older adults at highest risk.

People who live in a nursing home or long-term care facility

People of any age with certain underlying medical conditions are at increased risk for severe illness from COVID-19:

People of any age with the following conditions are at increased risk of severe illness from COVID-19:

- Chronic kidney disease

- COPD (chronic obstructive pulmonary disease)

- Immunocompromised state (weakened immune system) from solid organ transplant

- Obesity (body mass index [BMI] of 30 or higher)

- Serious heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies

- Sickle cell disease

- Type 2 diabetes mellitus

The Clayton State Human Resources department will provide a common form for employees to use in making such a request. Documentation for underlying medical conditions will be required as a part of the request. All requests should go to Clayton State's human resources office. Requests for more information can be sent to Covid19@clayton.edu. Harriett Houston, the ADA coordinator, or another qualified staff member in Human Resources will review the request and upon approval will work with the employee and their immediate supervisor to document and provide alternate work arrangements.

Supervisors please note:
- Clayton State will NOT proactively identify employees who are at a higher risk for severe illness due to Covid-19. Employees must initiate a request for alternate work arrangements.
- Employee must request and completely fill out the Covid-19 accommodation request form with Human Resources.
- Documentation will be required.
- Human Resources will review the request and upon approval will work with the employee and their immediate supervisor in documenting and providing for the alternate work arrangement.

Section III: Work Schedule Guidance/Best Practices

A. Work Schedules

- Supervisors should create a detailed work schedule for all of their employees.
- Work schedules should indicate the days and work times for each employee. The schedule should also notate if the employee is working on campus, teleworking, working a flexible schedule, or a hybrid of these options.
- Contact Human Resources for the template.
- Supervisors should maintain a copy of this schedule and update as necessary. Document all schedule changes and agreements.
- Supervisors are required to submit a copy of the departmental work schedule to Human Resources.

B. Best Practices – Tips to Manage Employees Returning to Campus

- Be prepared to respond to employees who are reluctant to return to campus for various reasons. This can be accomplished by being familiar with the Workplace and Health Safety Plan approved by the University System of Georgia and posted to Clayton State's website.
- Be prepared to share accommodation guidelines for employees at higher risk.
- Be prepared to articulate the safety measures put in place by the institution and your department to protect employees.
- Be empathetic to employee concerns but emphasize the requirement for employees to return to campus as part of their jobs.
- Encourage employees that are stressed to reach out to the Employee Assistance Program (EAP) at 1-844-243-4440 or www.eaphelplink.com. The company code is USGcares.
- Communicate regularly with employees about how decisions are being made.
- Encourage feedback from employees.
- Enlist Human Resources for assistance.

C. Best Practices – Managing Teleworking Employees

- Establish a clear plan for communicating with each team member that will remain teleworking. Determine the best mode (Teams, email, phone, etc.) Set a schedule for regular communication.
- Establish a clear plan for communication with stakeholders.
- Ensure employees continue to have the necessary supplies and equipment to work from home.
- Review the past two months of teleworking and list the areas of improvement (if any). Discuss with employee and document.
- Have a clear plan for projects and assignments that should be completed while teleworking.
- Establish time tracking methods to ensure accurate timekeeping.
- Partner with Human Resources if you do have suspicions that an employee is abusing the teleworking assignment or not performing to expectations.

D. **Best Practices – Flexible Schedules**
- A flexible schedule is an arrangement that offers flexibility in an employee's arrival, departure and/or lunch times but does not change the total number of hours worked in a day.
- Flexible schedules should be documented and submitted to Human Resources. Schedules impact annual leave requests and sick requests and may need to be input into OneUSG by Human Resources.
- Flexible work schedules should not adversely affect the services that are being provided to students, other operating units, co-workers, or the public. The quantity, quality, and timeliness of employee work must be enhanced or maintained.
- Adequate supervisory contact must be maintained.
- Not every function is conducive to a flexible work schedule and should be examined on a case by case basis ensuring equitability in all requests.

E. **Furlough Days**
- Mandatory furlough days are planned for USG employees in FY21.
- More information will be forthcoming when received from the University System of Georgia.

Section IV: Essential Employee Guidance

A. **Essential Personnel**
Employees whose job responsibilities require that they work during hazardous or emergency conditions in order to maintain critical institutional functions, e.g. public safety, facilities, or information technology employees or employees with critical health and safety responsibilities, may be designated as 'essential personnel' by their institution. Essential personnel will be expected to maintain a normal work schedule during inclement weather or other emergencies unless specifically excused or adjusted.

B. **Payroll Considerations**
Exempt and Non-exempt essential employees who are required to report to work during inclement weather or other emergency closings may receive Unscheduled Closing Leave for their regularly scheduled hours. In addition, non-exempt employees may be paid at the straight –time rate for all hours actually worked during the inclement weather or other emergency closing, not exceeding 40 hours in the workweek.
- Unscheduled leave is not counted as hours worked in the calculation of overtime pay.
- Non -exempt employees will be compensated in compliance with FLSA regulations and HRAP workweek and overtime policy for all hours actually worked over 40 in a work week. (http://www.usg.edu/hr/manual/workweek_and_overtime).

C. **Shift Work**
- Essential employees, except when on approved leave, are expected to be present for every work shift assigned to them.
- Changes to shifts and schedules may be required for essential personnel. Supervisors should endeavor to give essential personnel notice prior to changing shifts or schedules.

Section V: Hiring & Separation Practices

A. Recruiting
We understand the importance of attracting talent to the University and having the appropriate number of faculty and staff to support our mission. Included below are important considerations to help support your recruiting needs:

Interviews
- We are recommending that candidate interviews now take place using video conference technology. This approach is necessary to limit the number of visitors that come on campus and potentially meet with multiple faculty or staff.
- Ensure you give the candidates ample notice of the virtual interview. This gives them time to download or acquire the proper software of application for the interview such as Skype, Teams, or Zoom.
- Try to maintain the formality of the interview. Create an agenda and provide interviewer details to the candidate.
- Be transparent and keep candidates updated with the interview process.
- Key positions or final interview may entail bringing the candidate to campus. Plan ahead for this scenario.
- Ensure that the interview is held in a location that provides for social distancing.
- Masks must be worn during the interview and refrain from customary handshakes, etc.
- Streamline and limit the time of the interview and face to face interaction.

B. New Hire Orientation
- New hire orientations will be held virtually until further notice.
- Virtual new hire orientations will be held at the beginning of each biweekly pay period.
- Human Resources will schedule your new hire for the next new hire orientation that coincides closest with their hire date.
- Please plan for your new hire to be in orientation for at least 2 hours on the scheduled date.
- General university information, employee benefits (health and retirement), payroll, and HR policies are covered in new hire orientation.

C. Onboarding
- OneUSG electronic onboarding module will be utilized to complete new hire paperwork. This will facilitate less in-person interaction and automatically update OneUSG with new hire information. Please contact Nikia Yallah or email humanresources@clayton.edu for more information.
- Develop a clear training plan and agenda with new hires during this time. This will be helpful if teleworking is still taking place as part of your departmental work schedules.

- Ensure new hires understand how to use essential communication tools, online meeting solutions, and file-sharing applications.
- Teleworking will make it difficult for new hires to understand departmental culture. To help them feel part of the culture follow these tips:
    - Provide your new employee with the Staff Handbook.
    - Have a conversation with them about your departmental values and expectations.
    - Clearly define what is expected of them in this position by providing them a copy of their Job Description and reviewing their job responsibilities.
    - Discuss how the provisional and appraisal periods are conducted.
    - Allow time for each new employee to complete the required training that is covered during new hire orientation.

D. Terminations/Resignations

- In the event an employee is terminated or resigns, supervisors should enter the termination into Manager Self Service in OneUSG with the appropriate effective date.
- A time should be coordinated with the employee to return any university equipment.
- Clearance of campus forms should be completed upon return of equipment.
- A sufficient space that allows for social distancing should be utilized for the return of university equipment. If you unable to provide this space, please contact Human Resources to assist with the coordination of returning university equipment.
- Exit interviews will be scheduled by Human Resources and conducted via Teams. Exit interviews are requested but not required.

Section VI: Performance Management Considerations

A. Performance Management

The COVID-19 pandemic is requiring flexibility and rapid response to change. The importance of frequent communication between supervisors and employees is at an unprecedented level. Consistency in processes like performance management are crucial to maintaining engagement and normalcy to this otherwise unsettling time.

B. Performance Feedback – Best Practices

- Supervisors should give consistent and regular feedback to employees during this time.
- Supervisors are encouraged to give evaluations/feedback utilizing methods such as conference calls or videoconferencing. If you elect to hold these meetings face to face, please adhere to social distancing guidelines and wearing of masks is required.
- Email should be used to recap and document feedback that has been verbally shared with the employee.
- If an employee's job tasks have changed as a result of the Covid-19 pandemic, this should be noted in the feedback and/or evaluation.

C. Performance Improvement Plans
- Please follow our normal protocol for the creation of performance improvement plans. Nikia Yallah in Human Resources will assist with any questions.
- As noted above, the sharing of performance improvement plans should be done via methods such as conference calls or videoconferencing. If an in-person meeting is required, the meeting should be held in a space that facilitates social distancing and masks will be required.
- Ensure the meeting is concise, but give the employee an opportunity to ask questions and share concerns.

D. Terminations – Best Practices
- Consult with Human Resources to get approval before proceeding with any employment action, especially terminations.
- Terminations, if possible, should be conducted in person while following social distancing guidelines.
- If terminations must be done via videoconferencing or conference calls, please partner with Human Resources.

Section VII: Appendix

A. Frequency Asked Questions

If an employee is coughing or displaying other symptoms of Covid-19, can a supervisor require them to go home?
If an employee is ill, coughing or displaying other symptoms of Covid-19, the employee should be sent home to minimize exposure to others; however, the employee cannot be penalized for being sent home. The initial day the employee is sent home will be treated as an administrative leave day. The employee should utilize paid leaves as applicable to their position and situation the remaining days.

If an employee is coughing or displaying other symptoms of Covid-19, can a supervisor require them to go the doctor?
No. Managers should encourage employees to seek medical advice but they cannot require an employee to go to the doctor. If there is a business necessity, the employer can require and must provide a test at no cost to the employee. The guidance of the medical provider will be followed upon administering the test. Employers can require the employee to be asymptomatic before returning to work.

Does Family and Medical Leave Act (FMLA) leave apply to absences due to confirmed cases of coronavirus?
Yes, coronavirus qualifies as a "serious health condition" under FMLA, allowing an eligible employee to take FMLA leave if either the employee or an immediate family member contracts the disease. Please consult the Leave Option Matrix in this document for available leave options and other information.

What if an employee has been exposed to Covid-19 but are not showing symptoms?

Employees who believe they have been directly exposed to COVID-19, but are not showing symptoms, should self-quarantine consistent with DPH and CDC guidelines. Employees must contact their supervisor if they are unable to come to work or need to make a telework arrangement. Employees should contact their healthcare provider if they become sick and remain home.

An employee has a child whose school, childcare provider, or summer camp is closed as a result of the Covid-19 pandemic, and they have no other childcare arrangements. What options are available?
If the employee is able to work from home with an approved temporary teleworking agreement while supervising their child, the employee will be paid for regular hours worked. If a temporary teleworking agreement is not feasible, the employee may request Emergency Paid Sick Leave and Emergency Family and Medical Leave (EFMLA) in accordance with the Families First Coronavirus Response Act. Please consult the Leave Option Matrix in this document for available leave options and other information.

When should staff suspected or confirmed to have Covid-19 return to work?
Using the DPH guidelines for discontinuing home isolation, the affected employee may return to work when he or she has met all three of the following criteria:
- No fever for at least 24 hours (three full days of no fever without the use of medicine that reduces fevers) AND
- Improved symptoms AND
- At least ten days since symptoms first appeared

What can I tell staff or colleagues about reducing the spread of Covid-19 at work?
Faculty and staff should follow the provisions in the Enhanced Workplace Safety Policy and reference the Employee Guide to Returning to Work which are based on the CDC guidelines.

Will the university be screening employees for Covid-19 symptoms?
Staff and faculty who are working on campus are required to self-monitor for symptoms prior to coming to work each day. Employees with symptoms should notify their supervisor and not come in to work or return home and seeking medical attention.

Will the university require employees to provide a doctor's note for a positive Covid-19 test?
Yes. If an employee has received a positive COVID 19 diagnosis, they should contact their supervisor. If they are able to work remotely, supervisors will work with HR and staff to determine appropriate accommodations. If they are unable to work, they should request emergency sick leave or other applicable leave. Physician documentation will be requested at that time.

What about cleaning of my /work area?
Clayton State's cleaning protocols align with CDC and USG guidance. High-traffic/high-touch areas will be professionally cleaned and disinfected per the cleaning schedule. Employees should wipe down equipment that is commonly used (e.g., copiers, printers, fax machines) before and after use. Employees will be encouraged to clean their workstations daily. We will provide disinfectant and paper towels to each department. Cleaning supplies are limited and for office use ONLY.

What should I do if I am at higher risk of severe illness from Covid-19?
Clayton State will NOT proactively identify employees who are at a higher risk for severe illness due to Covid-19. Employees must initiate a request for alternate work arrangements. The Clayton State Human Resources department will provide a common form for employees to use in making such a request. Documentation for underlying medical conditions will be required as a part of the request. All requests should go to Clayton State's Human Resources department to the attention of Harriett Houston. Human Resources will review the request and upon approval will work with the employee and their immediate supervisor in documenting and providing for the alternate work arrangements.

Are there restrictions on travel for employees?
All non-essential business travel has been canceled by the USG. These restrictions do not apply to personal travel. However, we strongly encourage you to avoid travel and review applicable travel warnings.

Should performance while working remotely be assessed?

Yes. While the impacts of the COVID-19 pandemic such as working remotely and changing work priorities should be factored into the assessment of goals for this year, managers and employees should absolutely assess performance while working remotely. While working remotely presents certain challenges, it also presents opportunities for new ways of displaying behaviors consistent with our core values.

Will the university be allowing staggered work shifts for staff?

Supervisors will have multiple staffing options to consider including teleworking, staffing rotations and staggered work hours in order to ensure social distancing and manage the number of staff in a work area.

B. Enhanced Workplace Safety Policy

Clayton State University will take proactive steps to protect the workplace in the event of an infectious disease outbreak. It is the goal of Clayton State University during any such time period to strive to operate effectively and ensure that all essential services are continuously provided and that employees are safe within the workplace.

Clayton State University is committed to providing authoritative information about the nature and spread of infectious diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak.

The following guidelines are being put in place to proactively protect the workplace and all employees are being asked to cooperate in taking these steps to reduce the transmission of infectious disease in the workplace.

Preventing the Spread of Infection in the Workplace

Clayton State University will ensure a clean workplace, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, breakrooms, conference rooms, door handles and railings. A committee has been designated to monitor and coordinate events around an infectious disease outbreak, as well as to create work rules that could be implemented to promote safety. We ask all employees to adhere to these USG policies and recommended guidelines when returning to work on campus.

Follow CDC Prevention Guidelines

- Wash your hands often. 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, or sneezing.

- 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 with unwashed hands.

Avoid Close Contact

- Stay at least 6 feet (about 2 arms' length) from other people.

- Remember that some people without symptoms may be able to spread virus.

- Do not gather in groups.

- Stay out of crowded places and avoid mass gatherings.

- Keeping distance from others is especially important for people who are at higher risk of getting very sick.

- Limit in person meetings by using telephones/conference calls, email, and videoconferencing services such as Microsoft Teams and Skype.

- If meeting in person, wear appropriate cloth face covering or mask and maintain a distance of at least 6 feet person.

- Person to person contact such as handshakes and hugging is prohibited.

Utilize a cloth face cover around others (Required as of 07/15/2020)

- You could spread COVID-19 to others even if you do not feel sick.

- Everyone should wear a cloth face cover, if possible, when they have to go out in public, for example to the grocery store or to pick up other necessities.

- Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.

- The cloth face cover is meant to protect other people in case you are infected.

- Do NOT use a facemask meant for a healthcare worker.

- Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.

Cover coughs and sneezes

- If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.

- Throw 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 a hand sanitizer that contains at least 60% alcohol.

Clean and disinfect

- Clean AND disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.

- If surfaces are dirty, clean them. Use detergent or soap and water prior to disinfection.

- Then, use a household disinfectant. Most common EPA-registered household disinfectants will work.

Clayton State University will also endeavor to install alcohol-based hand sanitizers throughout the workplace and in common areas.

Sick Employees

Employees who have tested positive or who have symptoms of COVID-19 should seek medical care, notify their supervisor, and not come to campus unless instructed to do so by the medical provider. Employees should follow all guidance received from their medical provider, supervisor, or designated university official. Employees who have been advised to self-quarantine by a medical professional are eligible to use up to two weeks paid leave under the Families First Coronavirus Response Act (FFCRA) and can use any other available leave. People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. These symptoms may appear 2-14 days after exposure to the virus:

- Fever
- Cough

- Shortness of breath or difficulty breathing

- Chills

- Repeated shaking with chills

- Muscle pain

- Headache

- Sore throat

- New loss of taste or smell

Using the CDC guidelines for discontinuing home isolation, the affected employee may return to work when he or she has met all three of the following criteria:

- No fever for at least 24 hours (without the use of medicine that reduces fevers) AND

- Gone at least ten (10) days since symptoms first appeared AND

- Other symptoms of Covid-19 are improving

Per CDC guidelines, if a healthcare provider recommends testing, the healthcare professional will let you know when you can resume being around others based on your test results. In the event an employee is experiencing symptoms, Clayton State now has the capability to administer a Covid-19 test to the employee, and the Director of Health Services will notify the employee and the employee's supervisor when normal work can be resumed based on the test results. As noted in the CDC FAQs, Covid-19 shares many of the symptoms of seasonal allergies, common cold, and the flu. Because some of the symptoms of Covid-19 and seasonal allergies, cold, and flu are similar, it may be difficult to tell the difference between them, and the CDC recommends getting a test to confirm a diagnosis.

As noted, employees who test positive for Covid-19 or who receive a clinical diagnosis should report the positive test to their immediate supervisor as soon as possible. The supervisor will then immediately notify the Director of Health Services and the Director of Human Resources of the infected employee. The Director of Health Services will initiate the institutional plan for contact tracing and any further notifications required by the GDPH. The Director of Human Resources will work with facilities to disinfect the work area according to prescribed standards. Supervisors should notify the employee of the required notifications to Health Services and Human Resources but are not to share the news of the identity of a Covid-19 diagnosis/test with anyone other than the campus point persons. Campus wide notifications of Covid-19 are not necessary as long as contact tracing is in place.

Supervisors should notify the following individuals if they receive a notification of a diagnosis of Covid-19:

Director of Health Services	Polly Parks
Director of Human Resources	Rodney Byrd

Supervisors who observe an employee with multiple symptoms, will consult with Human Resources to require an employee to return home and seek medical care. Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and may stay home and telework when possible. The employee should follow GDPH recommendations in caring for their family member. These employees are eligible for up to two weeks paid leave under the Families First Coronavirus Response Act (FFCRA) and can use any other available leave. Employees who are sick but not with COVID-19 should follow their normal medical care provider's direction.

Attendance and Leave Guidance

Unless otherwise notified, our normal attendance and leave policies will remain in place. Employees affected by a COVID-19 related illness or situation may qualify for the Families First Coronavirus Response Act (FFCRA) paid leave entitlements. Employees should follow standard leave request and approval procedures.

Employees will be expected to use appropriate leave to cover the time away and may be expected to provide a release from a healthcare provider to return to work or follow the CDC recommended guidelines to return to work as noted in this plan.

At-Risk Employee Guidance

Clayton State will NOT proactively identify employees who are at a higher risk for severe illness due to Covid-19. Employees must initiate a request for alternate work arrangements.

Individuals who fall into one of the following GDPH and CDC categories for higher risk for severe illness with COVID-19 may request alternate work arrangements. Based on revisions made to the CDC guidance on June 25, 2020, the following apply to

People 65 years and older. Among adults, the risk for severe illness from COVID-19 increases with age, with older adults at highest risk.

People who live in a nursing home or long-term care facility

People of any age with certain underlying medical conditions are at increased risk for severe illness from COVID-19:

People of any age with the following conditions are at increased risk of severe illness from COVID-19:

- Chronic kidney disease
- COPD (chronic obstructive pulmonary disease)

- Immunocompromised state (weakened immune system) from solid organ transplant

- Obesity (body mass index [BMI] of 30 or higher)

- Serious heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies

- Sickle cell disease

- Type 2 diabetes mellitus

The Clayton State Human Resources department will provide a common form for employees to use in making such a request. Documentation for underlying medical conditions will be required as a part of the request. All requests should go to Clayton State's human resources office. Requests for more information can be sent to Covid19@clayton.edu. Harriett Houston, the ADA coordinator, or another qualified staff member in Human Resources will review the request and upon approval will work with the employee and their immediate supervisor to document and provide alternate work arrangements.

Limiting Travel

All university non-essential travel is canceled. If you had planned to travel for a university-organized trip, stay in close contact with the trip organizers for updates. The university community is encouraged to carefully weigh the risks and benefits of personal travel.

On March 19, 2020, the U.S. State Department announced significant restrictions on all international travel. Continue to monitor the CDC and U.S. State Department websites for changes if you have plans for international travel.

If traveling for essential business, per CDC guidelines, employees should avoid crowded public transportation when possible.

Telecommuting

Telework requests will be handled on a case-by-case basis. While not all positions will be eligible, all requests for temporary telecommuting should be submitted to your manager for consideration in relation to these policies. The current telework policy will remain in place.

Requests for Medical Information and/or Documentation

If you are out sick or show symptoms of being ill, it may become necessary to request information from you and/or your health care provider. In general, we would request medical information to confirm your need to be absent, to show whether and how an absence relates to the infection, and to know that it is appropriate for you to return to work. As always, we expect and appreciate your cooperation if and when medical information is sought.

Confidentiality of Medical Information

Our policy is to treat any medical information as a confidential medical record. In furtherance of this policy, any disclosure of medical information is in limited circumstances with supervisors, managers, first aid and safety personnel, and government officials as required by law.

Social Distancing Guidelines

In the event of an infectious disease outbreak, Clayton State University will implement these social distancing guidelines to minimize the spread of the disease among the faculty and staff.

During the workday, supervisors and employees are requested to:

1. Avoid meeting people face-to-face. Employees are encouraged to use the telephone, online conferencing such as Microsoft Teams and Skype, e-mail or instant messaging to conduct business as much as possible, even when participants are in the same building.

2. If a face-to-face meeting is unavoidable, employees must wear cloth face masks, minimize the meeting time, choose a large meeting room and sit at least 6 feet from each other if possible; avoid person-to-person contact such as shaking hands.

3. Supervisors should make every effort to ensure that their employees are able to socially distance while at work in the most efficient manner to include altering office arrangements or staggering time in the office for employees so that socially distancing is possible.

4. Avoid any unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions.

5. Do not congregate in work rooms, pantries, copier rooms or other areas where people socialize.

6. Employees should not use other employee's phone, desks, offices, computers, or other tools and equipment.

7. Bring lunch and eat at your desk or away from others (avoid lunchrooms and crowded restaurants).

8. Encourage employees and others to request information and orders via phone and e-mail in order to minimize person-to-person contact. Have the orders, materials and information ready for fast pick-up or delivery.

Employee should adhere to all social distancing guidelines recommended by the CDC – https://www.cdc.gov. A comprehensive list of these guidelines is located at the link below. https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html

Point-of-Sale Locations Guidance

Point-of-sale locations should suspend the use of Personal Identification Number ("PIN") pads, PIN entry devices, electronic signature capture, and any other credit card receipt

signature requirements to the extent such suspension is permitted by agreements with credit card companies and credit agencies. Regular disinfection of these devices is required when used.